



We are thrilled that you are joining Parker Seminars as we Turn Up The Volume for chiropractors everywhere! We are pulling out all the stops to make sure that you have a successful, engaging and rewarding event. With your help, Parker Seminars can kick off the year with energy and enthusiasm and have a positive effect on chiropractors, who in turn, will advance healthcare around the globe.

At Parker Vegas 2015, we are working to help chiropractors turn up the volume in their heads and hearts first in order to prime them to engage full out this weekend. In addition, we will give them the technical, professional and business skills for them to crank up their practices. Finally, by engaging all Chiropractic companies, leaders and organizations, Parker Seminars is encouraging the whole profession to turn up the volume to engage and attract more patients, more students and more companies to Chiropractic!

You may notice a new look and feel to our Expo Marketplace, starting with the Jumbotron with our live TwitterWall Feed, the new open expo layout, and the Speaker Zone and ParkerTalk Live stations. Along with the contests and activities exclusive to the Expo, Parker Seminars is also offering Parker Bucks to each attendee to encourage shopping in the expo, injecting an estimated \$100,000 in incentive money into Parker Vegas 2015! We encourage you to pre-promote your show specials and new product launches to add to the excitement! Use #ParkerVegas on social media for increased exposure with any tweets and posts.

All of us at Parker Seminars will do all we can to make this a successful event for you. We are guaranteeing you a response time year round within one business day and a two hour response time to any requests when on-site. If you're not having an amazing and incredible event, we will transform your experience! To show my commitment to this pledge, if you cannot find or reach a Parker staff member, then my personal cell is 214-902-3457.

One step you can start doing right now to increase your exposure, is to download the Parker Seminars mobile App. We are allowing you complimentary use of it this year to post special offers, announcements and reminders in the Comments area of your own company listing. The more you engage and post, the more visible you become within the app. By the time Parker Vegas 2015 opens, we will have 4000 downloads of the app, so you will want to be a part of this!

Thanks for the opportunity to be a part of your business, and welcome to our Parker family!

In Loving Service,

Mark Mandell, DC, MBA
Executive Director, Parker Professional Services
Parker University



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

SHOW INFORMATION

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Black
(1) Wastebasket

Show drape color(s):

White, Black

Aisle carpet color:

Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, January 28, 2015	10:00 AM - 5:00 PM
Exhibit Hours:	Thursday, January 29, 2015	8:00 AM - 6:30 PM
	Friday, January 30, 2015	8:00 AM - 6:00 PM
	Saturday, January 31, 2015	8:00 AM - 4:00 PM
Exhibitor Move-out:	Saturday, January 31, 2015	4:00 PM - 9:00 PM
Freight Re-route Time:	Saturday, January 31, 2015	8:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Thursday, January 1, 2015
Discount price deadline for standard Shepard orders:	Wednesday, January 14, 2015
First day for warehouse deliveries without a surcharge:	Thursday, January 1, 2015
Last day for warehouse deliveries without a surcharge:	Wednesday, January 21, 2015
First day freight can arrive at show facility:	Wednesday, January 28, 2015 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

Parker Chiropractic Seminars
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Parker Chiropractic Seminars
Mandalay Bay Convention Center
3950 Las Vegas Blvd. South
Las Vegas, NV 89119

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

ONLINE ORDERING INSTRUCTIONS

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

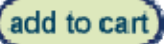
ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **Parker Chiropractic Seminars**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
 - a. **NEW users :** User name = Your Email Address (provided by Show Management)
Password = Parker2015
 - b. **Previous users :** User name = Your Email Address
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#) and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
OR
 - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service

(702) 507-5278

lasvegas@shepardes.com

**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

PAYMENT AUTHORIZATION

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **Parker Chiropractic Seminars**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Pay by Check* ☐

Pay by Wire* ☐

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Month		Year	

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

*Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

**** Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: lasvegas@shepardes.com



SHEPARD TERMS & CONDITIONS

Parker Chiropractic Seminars

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

THIRD PARTY PAYMENT AUTHORIZATION

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Carpet

☐ Logistics/Transportation

☐ Material Handling *Please complete the Material Handling Authorization Form

☐ Exhibit Display Rentals

☐ Cleaning

☐ Other (please specify): _____

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:


☐

☐

☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

** Are you tax exempt for the state this event occurs in? ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: lasvegas@shepardes.com



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Deadline Date: January 1, 2015

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

CARPETING

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

EXPO CARPET - 16 OZ.

Choose Color:

Red (01)	☐	Black (06)	☐
Blue (05)	☐	Teal (13)	☐
Tuxedo (50)	☐	Burgundy (07)	☐

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	219.75	285.70	
50256	10' x 20'	418.30	543.80	
50257	10' x 30'	624.00	811.20	
50258	10' x 40'	829.55	1078.40	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006	Per Square Foot	4.40	5.70	
-------	-----------------	------	------	--

Rental includes installation and removal of carpet and visqueen.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	☐	Charcoal (17)	☐
Silver Cloud (18)	☐	Black (06)	☐
Deep Navy (22)	☐	Cobalt (21)	☐

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	6.90	8.95	
46003	Rental 1000+/sq.ft	5.95	7.75	
46002	Purchase/sq.ft.	16.45	21.40	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.05	1.35	
50008	1" Padding	2.45	3.20	
50010	Visqueen	0.40	0.50	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X=sq. ft.

Total Carpeting	\$
8.10% Tax*	\$
Amount Due:	\$

Company Name: _____ Booth #: _____
 Contact Name: _____ Phone #: _____
 Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

EXPO FURNISHINGS

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)

Green (02) Blue (05) Grey (10)

White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	129.90	168.85	
50046			6'L X 30"H	159.55	207.40	
50050			8'L X 30"H	202.20	262.85	
50043			4'L X 42"H	157.80	205.15	
50047			6'L X 42"H	202.15	262.80	
50051			8'L X 42"H	237.70	309.00	
50052			4th Side 30"	78.95	102.65	
50171			4th Side 42"	78.95	102.65	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	92.50	120.25	
50044		6'L X 30"H	110.40	143.50	
50048		8'L X 30"H	130.20	169.25	
50041		4'L X 42"H	104.20	135.45	
50045		6'L X 42"H	130.20	169.25	
50049		8'L X 42"H	145.20	188.75	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	52.40	68.10	
50084			6'L X 6"H	67.55	87.80	
50086			8'L X 6"H	90.50	117.65	
50083			4'L X 12"H	113.40	147.40	
50085			6'L X 12"H	141.15	183.50	
50087			8'L X 12"H	157.25	204.45	

UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.95	35.05	
50078		6'L X 6"H	37.90	49.25	
50080		8'L X 6"H	49.00	63.70	
50077		4'L X 12"H	52.25	67.95	
50079		6'L X 12"H	74.65	97.05	
50081		8'L X 12"H	91.15	118.50	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	82.70	107.50	
50021		Arm Chair	115.00	149.50	
50024		Stool w/back	134.75	175.20	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	23.70	30.80	
50094		Floor Easel	46.70	60.70	
50245		Literature Rack	179.40	233.20	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	228.20	296.65	
50092		Coat Rack	81.00	105.30	
50093		Garment Rack	228.20	296.65	



Code	Qty.	Item	Discount	Regular	Amount
50427		Lens Barrier Stanchion	96.25	125.15	
50095		Sign Holder, 22x28	106.30	138.20	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	17.80	23.15	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

☐ Red (01)	☐ Gold (04)	☐ Burgundy (07)
☐ Green (02)	☐ Blue (05)	☐ Grey (10)
☐ White (03)	☐ Black (06)	☐ Teal (13)

Total Expo Furnishings:	\$
8.100% Tax*:	\$
Amount Due:	\$



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

SPECIALTY FURNISHINGS/ACCESSORIES

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	86.25	112.15	
51090	Director's Stool	154.30	200.60	
51089	Ped. Table, 42"	237.75	309.10	
50032	Ped. Table, 30"	226.75	294.80	
50030	Rnd Side Table	109.70	142.60	
50031	Sq. Side Table	109.70	142.60	

SHOWCASES



Full View



Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	860.00	1118.00	
50068	Full View 6'	948.55	1233.10	
50069	Quarter View 4'	860.00	1118.00	
50070	Quarter View 6'	948.55	1233.10	

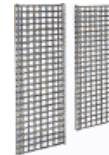
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	50.30	65.40	
50088	8' Upright	30.20	39.25	
50089	8' Crossbar	20.05	26.05	

GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	205.65	267.35	
50237	2'x8' w/o legs, each	154.15	200.40	
50242	7-Ball Waterfall	14.15	18.40	

Other accessories available, please call customer service for more information.



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	21.85	28.40	
50074	3' High	16.20	21.05	

Choose Color: Minimum 4' panel rental required.

☐ Red (01)	☐ Blue (05)	☐ Grey (10)
☐ White (03)	☐ Black (06)	☐ Burgundy (07)

VELCRO TACK BOARD



50061



50060

Qty.	Item	Discount	Regular	Amount
50060	4' X 8' Horiz.	278.45	362.00	
50061	4' x 8' Vert.	278.45	362.00	

Total Specialty Furnishings/Accessories:	\$
8.100% Tax*:	\$
Amount Due:	\$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

EXECUTIVE FURNITURE

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	789.75	1026.70	
	LSM	700.20	910.25	
	OCB	574.15	746.40	
Lisbon - Charcoal Leather				
	SOC	1038.25	1349.75	
	LSC	936.40	1217.30	
	CHC	688.05	894.45	
Memphis				
	MPS	743.00	965.90	
	MPC	527.25	685.45	
Roma				
	CHR003	470.70	611.90	
	SFA003	721.00	937.30	
Newport				
	SED	2019.40	2625.20	
	LSD	901.80	1172.35	
	CHD	496.70	645.70	
Miscellaneous Seating				
	SO1	895.65	1164.35	
	OCU	551.70	717.20	
	BCW	1078.95	1402.65	
	OCH	997.55	1296.80	
Ottomans				
	OTS	320.00	416.00	
	OTP	511.00	664.30	
	OTQ	440.40	572.50	
	OTL	515.70	670.40	
	OTK	515.70	670.40	
	OTM	533.30	693.30	
	OTN	493.15	641.10	
	OTH	162.80	211.65	
	VIB02	122.90	159.75	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	378.55	492.10	
	C1F	346.05	449.85	
	C1C	356.20	463.05	
	COLI	226.25	294.15	
End Tables				
	E1E	356.20	463.05	
	E1F	323.65	420.75	
	E1C	333.90	434.05	
	EOLI	212.45	276.20	
Lamps				
	LA15	200.45	260.60	
	LA14	135.75	176.50	
	TRW	383.80	498.95	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

Subtotal	\$
8.100% Tax*	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

EXECUTIVE FURNITURE

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	578.20	751.65	
	CF2 (60"L)	557.75	725.10	
	CE1 (42"L)	399.00	518.70	
	CF1 (42"L)	378.55	492.10	
Graphite Nebula - 29" High				
	CB2 (6'L)	615.45	800.10	
	CB3 (8'L)	755.25	981.85	
	CB1 (42"RND)	510.95	664.25	
Mahogany - 29" High				
	CC6 (6'L)	578.20	751.65	
	CC7 (8'L)	712.45	926.20	
	CC8 (10'L)	1133.80	1473.95	
	CC5 (42"RND)	508.15	660.60	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	411.20	534.55	



CONFERENCE CHAIRS & OCCASIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	610.70	793.90	
	SC9	268.70	349.30	
Luxor - Black Leather				
	XC3	500.80	651.05	
	XC2	543.50	706.55	
	XC1	578.20	751.65	
Altura - Black Crepe				
	XC6	445.90	579.65	
	XC5	490.65	637.85	
	XC4	533.30	693.30	
Brewer				
	SC3	238.20	309.65	
	SC2	238.20	309.65	
Miscellaneous Chairs				
	SC8	221.80	288.35	
	SC1	254.45	330.80	
	SC4	254.45	330.80	
	SCE	160.90	209.15	
	OCA	368.95	479.65	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____

Booth #: _____

Subtotal \$

Contact Name: _____

Phone #: _____

8.100% Tax*: \$

Authorized Signature: _____

Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

EXECUTIVE FURNITURE

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	336.00	436.80	
	VTM	336.00	436.80	
30" Round x 42" High				
	VTK	324.15	421.40	
	VTJ	324.15	421.40	
	VTF	367.55	477.80	
	VTC	324.15	421.40	
	WTJ	411.00	534.30	
	WTF	452.65	588.45	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1883.45	2448.50	
	BRC	5421.15	7047.50	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Banana - Chrome, 30" High				
	BST	332.15	431.80	
	BSS	332.05	431.65	
Oslo - 30" High				
	BSD	345.90	449.65	
	BSC	345.90	449.65	
Miscellaneous				
	BSL (29"H)	262.80	341.65	
	BSN (29"H)	373.50	485.55	
	BCE (32"H)	306.30	398.20	
	BS003	395.95	514.75	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

Subtotal	\$
8.100% Tax*	\$
Amount Due:	\$



Shepard Exposition Services
 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

EXECUTIVE FURNITURE

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

**** Additional styles and colors are available online! ****

<http://www.shepardes.com/intro.asp>

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	312.25	405.95	
	ZTN	312.25	405.95	
	ZTM	312.25	405.95	
	XTP	420.95	547.25	
	XTN	420.95	547.25	
	XTM	420.95	547.25	
30" Round x 29" High				
	ZTK	280.70	364.90	
	ZTJ	280.70	364.90	
	XTK	387.40	503.60	
	XTJ	387.40	503.60	
	XTF	426.80	554.85	



ZTP - 36"
ZTK - 30"



ZTN - 36"
ZTJ - 30"



ZTM - 36"



XTP - 36"
XTK - 30"



XTN - 36"
XTJ - 30"



XTM - 36"



XTF - 30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	150.20	195.25	
	CS9	150.20	195.25	
Altura - Black Crepe				
	SY1	270.75	352.00	
	DF1	401.20	521.55	

CS8



CS9



SY1



DF1



PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PDL	637.15	828.30	
	BC6	462.40	601.10	
	BC7	452.65	588.45	
	ET1	462.40	601.10	
	ET2	462.40	601.10	
Training Room				
	CP5	541.50	703.95	
	PO3	648.25	842.75	
	PO1	411.00	534.30	
	WD2	476.30	619.20	
	JD6	779.70	1013.60	
Lateral Files				
	L26	573.20	745.15	
	L27	541.50	703.95	
Refrigerator				
	R1Q	377.50	490.75	

PEDESTALS

PDH

COLOR

Graphite

SIZE

24"LX24"Dx42"H

PDL

PDL

Black

24"LX24"Dx42"H



Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

Subtotal	\$
8.100% Tax*	\$
Amount Due:	\$



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: December 30, 2014

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

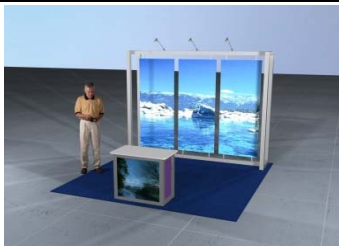
The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3312.75	4306.60
	10' x 20'	5394.65	7013.05
Subtotal			

(66470, 66471)

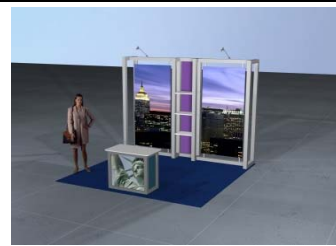
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2311.05	3004.35
	10' x 20'	4045.30	5258.90
Subtotal			

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2866.65	3726.65
	10' x 20'	5442.95	7075.85
Subtotal			

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3476.25	4519.15
	10' x 20'	4120.00	5356.00
Subtotal			

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3669.40	4770.20
	10' x 20'	5085.65	6611.35
Subtotal			

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3373.25	4385.25
	10' x 20'	4956.90	6443.95
Subtotal			

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** Carpet is not included. To order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name:	Booth #:	Subtotal \$
Contact Name:	Phone #:	8.100% Tax*: \$
Authorized Signature:		Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: December 30, 2014

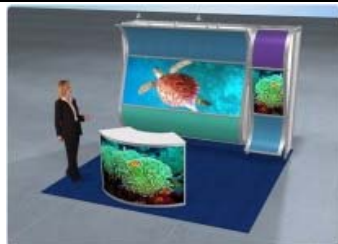
EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3598.55	4678.10
	10' x 20'	5439.70	7071.60
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3411.90	4435.45
	10' x 20'	4699.40	6109.20
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3572.80	4644.65
	10' x 20'	5665.00	7364.50
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	2124.40	2761.70
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3708.00	4820.40
Subtotal			

(66481)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Subtotal	\$
8.100% Tax*	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

ISLAND BOOTH RENTALS

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: December 30, 2014

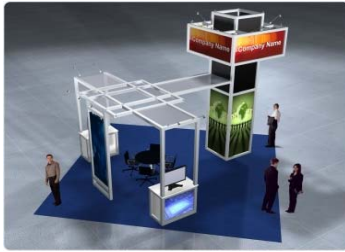
EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals *Onsite Logistics Management *Freight Management
- *Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

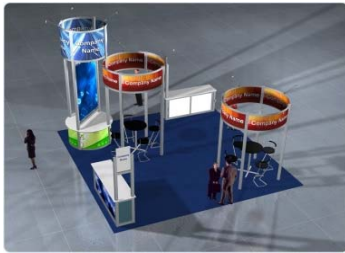
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	8433.15	10963.10
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	12553.15	16319.10
Subtotal			

(66498)

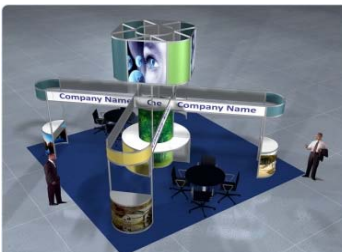
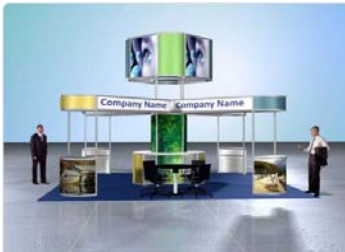
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	11793.50	15331.55
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	12102.50	15733.25
Subtotal			

(66368)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

****Please Note**** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	8.100% Tax*: \$
Authorized Signature: _____		Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

ISLAND BOOTH RENTALS

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: December 30, 2014

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals *Onsite Logistics Management *Freight Management
- *Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

The Adams



Qty.	Description	Discount	Regular
	20' x 20'	12231.25	15900.65
Subtotal			

(66497)

The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	9006.05	11707.85
Subtotal			

(66495)

The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8819.40	11465.20
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	13132.50	17072.25
Subtotal			

(66499)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

****Please Note**** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	8.100% Tax*: \$
Authorized Signature: _____		Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services
 1531 Carroll Drive, NW Atlanta, GA 30318
 Exhibit Solutions Sales Phone: 404-720-8652
 Exhibit Solutions Sales Fax: 404-720-8757
 Exhibit Solutions Email: ESSRentals@shepardes.com

EXHIBIT RENTAL ACCESSORIES

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: December 30, 2014

SHOWCASES AND LOCKING CABINETS



Quartermview Showcase
 4' 6" W x 1' 9" D x 3' 3" H



Square Showcase
 1' 9" W x 1' 9" D x 7' H



LC3
 3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quartermview	1098.90	1428.55	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		Square	1186.00	1541.80	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					



LC1 - 1 meter wide
 3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	814.45	1058.80	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		LC2	988.40	1284.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		LC3	600.80	781.05	
Please choose panel color: ☐ Black (06) ☐ White (03)					



LC2 - 1.5 meters wide
 5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1
 7' 9" W x 3' 5" D x 3' 9" H



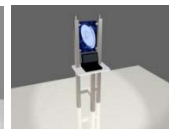
RC2
 4' 9" W x 2' 3" D x 3' 3" H



RC3*
 5' 3" W x 3' 3" D x 3' 6" H



CS1*
 CS1 - 3' W x 1' 9" D x 6' 3" H



CS2*
 CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2266.45	2946.40	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		RC2	837.55	1088.80	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		RC3*	1816.90	2361.95	
66285		CS1*	1056.65	1373.65	
66286		CS2*	615.80	800.55	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	570.70	741.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		GL1*	1027.80	1336.15	
66279		GL2*	972.50	1264.25	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1866.90	2426.95	



Gondola
 3' 6" W x 1' 9" D x 5' H



GL1*
 GL1 - 5' 4" W x 1' 3" D x 8' H
GL2*
 GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$ _____
Contact Name: _____	Phone #: _____	8.100% Tax*: \$ _____
Authorized Signature: _____		Amount Due: \$ _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

SIGN ORDER FORM

Parker Chiropractic Seminars**January 29 - 31, 2015****Mandalay Bay Convention Center - Las Vegas, Nevada**

Event Code: L171470115

Discount Deadline: January 14, 2015**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	174.15	226.40	
70010		Horz., 22" x 28"	174.15	226.40	
70011		Vertical, 28" x 44"	265.40	345.00	
70012		Horz., 28" x 44"	265.40	345.00	
70025		Meterboard, 39" x 90.75"	537.00	698.10	
Accessories					
70017		Blank Foamcore, 4' x 8'	47.30	61.50	
70021		Velcro, per ft, min. 5 ft.	3.05	3.95	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	22.05	28.65	
70071		grommets, per sq. ft. - Horizontal	22.05	28.65	
70066		Pockets, per sq. ft. - Vertical	23.75	30.90	
70072		Pockets, per sq. ft.- Horizontal	23.75	30.90	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	52.05	67.65	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Subtotal	\$
8.100% Tax*	\$
Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION**Please follow these requests, so Shepard can provide the highest of quality signs for your show.****File Submission Media**

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.



UNION LABOR

Nevada is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if one person can accomplish without the use of hand tools. The Union’s jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. . All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



Shepard Exposition Services
 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

LABOR ORDER FORM

Parker Chiropractic Seminars
January 29 - 31, 2015
Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling
 Date of installation: _____ Requested start time: _____ Est. Hours _____
 Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	95.00	123.50	30% **	
68067		OT	142.00	184.60	30% **	
68068		DT	190.00	247.00	30% **	

****Supervisory fee is 30% of total cost or \$60, whichever is greater.**

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	95.00	123.50	
68061		OT	142.00	184.60	
68062		DT	190.00	247.00	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

*** Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
 OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
 DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	190.00	247.00	

Booth size: _____ ft. x _____ ft. = _____
 Carpet install date/time: _____

Please note: - Hours are based on estimates, you will be invoiced for actual time incurred.
 - Requested times are not guaranteed and are based on availability.
 - Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal \$ _____
 N/A Tax*: \$ _____
 Amount Due: \$ _____

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
 # of pieces: _____ Weight of Shipment: _____
 Is shipment? ☐ Crated ☐ Uncrated
 Tracking/Pro #: _____
 Estimated arrival date: _____
 Shipment to arrive at: ☐ Warehouse ☐ Show site

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: x
 Forklift required? ☐ Yes ☐ No
 Carpet is? ☐ owned ☐ rented from Shepard
 Carpet padding? ☐ Yes ☐ No
 Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
 Hotel: _____
 Arrival date/time: _____
 Departure date/time: _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
 Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.

Outbound Freight Information

Carrier Company Name: _____
 Deliver Shipment To: _____
 Address: _____
 City, ST, Zip: _____
 Type of Service (air, van line, ground, etc.): _____
If for any reason your shipment is not picked up by your carrier, please choose one of the following options:
 Force freight through preferred carrier: ☐
 Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor



GROUND RIGGING/FORKLIFT RENTAL

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
 Customer Service Phone: (702) 507-5278
 Customer Service Fax: (702) 948-0341
 Customer Service Email: lasvegas@shepardes.com

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

Discount Deadline: January 14, 2015

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
 Requested date/time: _____ (times are not guaranteed)
 Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	310.95	404.25	
35039		Overtime Hourly Rental	384.40	499.75	
35067		Double-time Hourly Rental	459.40	597.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	621.90	808.50	
35049		Overtime Hourly Rental	768.75	999.50	
35069		Double-time Hourly Rental	918.75	1194.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	932.80	1212.75	
35066		Overtime Hourly Rental	1153.15	1499.00	
35070		Double-time Hourly Rental	1378.15	1791.50	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
 OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
 DT - Double time: All other hours and holidays

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	118.75	154.40	
35086		Overtime Hourly Rate	177.50	230.75	
35099		Double-time Hourly Rate	237.50	308.75	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	95.00	123.50	
35100		Overtime Hourly Rate	142.00	184.60	
35101		Double-time Hourly Rate	190.00	247.00	

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$



SHEPARD LOGISTICS SERVICES

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: logistics@shepardes.com

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____

Hours of Operation: _____

Company: _____

Address: _____

(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces

Est. Weight

Crates

Cartons (cardboard)

Cases/Trunks (fiber) (color)

Skids/Pallets

Carpet (color)

Other

Total Pieces

Total Wt.

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐ American Express

Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Email: _____ Fax #: _____

Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

FAX COMPLETED FORM TO 404-720-8733



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING LABELS

Parker Chiropractic Seminars

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	5845 Wynn Road, Suites A,B,C,D
	Las Vegas, NV 89118
	Delivery Hours: M-F, 8-4:30 PM
For: Parker Chiropractic Seminars	
First day freight can arrive w/o a surcharge: January 1, 2015	
Last day freight can arrive w/o a surcharge: January 21, 2015	

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	5845 Wynn Road, Suites A,B,C,D
	Las Vegas, NV 89118
	Delivery Hours: M-F, 8-4:30 PM
For: Parker Chiropractic Seminars	
First day freight can arrive w/o a surcharge: January 1, 2015	
Last day freight can arrive w/o a surcharge: January 21, 2015	

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Mandalay Bay Convention Center
	3950 Las Vegas Blvd. South
	Las Vegas, NV 89119
For: Parker Chiropractic Seminars	
MUST NOT BE DELIVERED PRIOR TO:	
January 28, 2015 @ 8:00 AM	

R U S H	
	DIRECT TO SHOW
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: SHEPARD EXPOSITION SERVICES
	Mandalay Bay Convention Center
	3950 Las Vegas Blvd. South
	Las Vegas, NV 89119
For: Parker Chiropractic Seminars	
MUST NOT BE DELIVERED PRIOR TO:	
January 28, 2015 @ 8:00 AM	

**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

MATERIAL HANDLING AUTHORIZATION

Parker Chiropractic Seminars**January 29 - 31, 2015****Mandalay Bay Convention Center - Las Vegas, Nevada**

Event Code: L171470115

SHIPMENT INFORMATION**Please complete the following information:**We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling					
Weight	Description			Price	Total
Direct Shipments to Showsite					
	\$120.00	\$180.00	\$156.00		
	Crated	Uncrated	Special Handling		
35030 / 35033		35043	35038		
Advance Shipments to Warehouse					
	\$110.00	\$143.00			
	Crated	Special Handling			
35010 / 35013		35036			
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)				
	\$55.00	\$110.00			
	Each carton	Min. per shipment			
35048		35045			

Signature Series Material Handling				
Weight	Description		Price	Total
Direct Shipments to Showsite				
	\$108.00	\$162.00	\$140.50	
	Crated	Uncrated	Special Handling	
	35390 / 35395		35391/ 35399	
Advance Shipments to Warehouse				
	\$99.00	\$128.75		
	Crated	Special Handling		
	35393 / 35397		35392 / 35401	
Overtime				
	Overtime: 30% fee for every overtime application		30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

STORAGE AUTHORIZATION FORM

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

- ☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$20.00 Minimum).**

(35400)

- ☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

- ☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

- ☐ **Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.

(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

- ☐ Shipped to another destination as arranged via Shepard Logistics Services

- ☐ Transport to another SES show: _____ Delivery Date: _____

- ☐ Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Email: lasvegas@shepardes.com

MATERIAL HANDLING INFORMATION

Parker Chiropractic Seminars

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery.

OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 15%

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD

Surcharge: \$30 per Shipment

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



MATERIAL HANDLING 101

Parker Chiropractic Seminars

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

CARTLOAD MATERIAL HANDLING SERVICE

Parker Chiropractic Seminars**January 29 - 31, 2015****Mandalay Bay Convention Center - Las Vegas, Nevada**

Event Code: L171470115

CARTLOAD SERVICE**Cartload service includes one laborer, one cart, one trip per rate listed below.**

Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	85.00	
35151		Dock to Booth - ST	85.00	
ONE- WAY OVERTIME TIME RATES				
35154		Booth to Dock - OT	85.00	
35153		Dock to Booth - OT	85.00	
Subtotal				\$
N/A Tax:				\$
Amount Due:				\$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above.

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Parker Chiropractic Seminars

January 29 - 31, 2015

Mandalay Bay Convention Center - Las Vegas, Nevada

Event Code: L171470115

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

***Note: All third parties must pick up BOL/labels at the Shepard Service Desk.**

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

** If using FedEx or UPS you must have *and apply* their shipping labels

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM

\$1,000,000 Per Occurrence / \$2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

☐ 1 Day - \$89.00	☐ Six Months - \$500.00
☐ 2-5 Days - \$109.00	☐ Annual - \$950.00
☐ 6-30 Days - \$400.00	
☐ Additional 5% of total premium to increase general aggregate to \$2,000,000	

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME: _____
 CONTACT: _____
 PHONE: _____ EMAIL: _____
 ADDRESS: _____

Dates of Event: _____ Time(s): _____

Location of Event: _____

Address: _____

Description of Event: _____

Has any prior coverage been cancelled or non-renewed: ☐ Yes ☐ No

If yes, please describe and provide loss history: _____

Name, Address and Relationship of all additional insured to be added to the policy:

1.) _____	2.) _____	3.) _____
_____	_____	_____
_____	_____	_____

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day.

This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

☐ Please bill by VISA / MasterCard / AmEx Card # _____
 Exp. Date _____ Authorized Amount _____ CID / CIV Code _____
 Cardholder Address: _____

Authorized Signature _____ Date _____

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3' high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

Dear Exhibitor,

On behalf of the entire team here at Mandalay Bay Convention Resort, I'd like to welcome you to our beautiful facility! The experience that you will have here will be like no other, as our dedicated staff works around the clock to ensure the most successful and productive meetings/events! We have created this brochure with the Exhibitor in mind, providing convenience in ordering services for your event. We have included many instructional/information pages as well, filled with commonly asked questions and helpful hints.

Listed below is a synopsis of Services:

Food & Beverage As the exclusive provider for all food and beverage needs, our services range from meeting room coffee services and booth service to receptions, cocktail parties and banquets.

Booth Cleaning As the exclusive cleaning contractor, we offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

Technical Services MBCR is pleased to provide a complete range of services for your booth, event or meeting, utilizing equipment that is the cutting edge in technology for the trade show and convention industry. The technical services include Internet Services, Telecommunications, Electrical, Plumbing and Audio Visual services.

We at MBCR hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please contact our Exhibitor Services department toll free at (855) 408-1349 or email us at exhibitorservices@mandalaybay.com for assistance.

Sincerely,

Ms. Stacey Starck
Executive Director, Convention Services



Important Ordering Information	3
*Please read before placing your order.	
Order Form	4
Bank Transfer/Check Notification Form	5
Terms & Conditions	6
Third Party Agent Form	7
Floor Plan	8
Booth Cleaning Services	9
Food & Beverage	10
Beverages	10
Breakfast and Snacks	11
Hors D' Oeuvres	12
Lunch	13
Food and Beverage Contract (this should be included with ALL Food and beverage orders)	14
Sample Authorization Form	15
Food Preparation Request Form	16
Telecommunications	17
Internet & Data Services	17
Specialty Services	18
Plant & Floral, Massage Services, Booth Security, Events & Décor, FedEx Office, Cable and Satellite TV	
Encore	19
Audio Visual, Rigging, Hanging Signs	
Edlen Electrical	20
Method of Payment form (this should be included with all Edlen orders)	20
Electrical Outlets	21
Lighting	22
Electrical & Lighting Terms & Conditions	23
Electrical Labor	24
Air & Water	25
Air & Water Terms & Conditions	26

◆ **SAVE MONEY \$\$\$**

Save money by placing your orders twenty-one (21) days prior to show opening! Orders received via fax, email or mail will incur a \$25.00 Manual processing fee; orders placed on-line will not incur this fee. Full payment must be included **with the orders** to receive the Advance Rate. Orders received after the Cut-Off date will be charged the Show Rate where applicable.

◆ **SUBMITTING YOUR ORDER FORMS**

All booth services must be submitted via our website or on an order form which can be sent via email, fax or mail. Telephone orders will not be accepted.

ORDER ON-LINE www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

or Fax: (702)669-4575 Email: exhibitorservices@mandalaybay.com

Please note, there is a \$25.00 processing fee for orders submitted via fax or email.

Checks/Bank Transfers can not be accepted by Mandalay Bay directly, please refer to the Check/Bank Transfer Notification form, but if you need to mail your order form with **credit card payment only**, please mail to:

MGM Resorts Intl
Attention: Exhibitor Services
3950 Las Vegas Blvd, South
Las Vegas, NV 89119

◆ **SEND COMPLETE & ACCURATE INFORMATION**

Any missing information will cause a delay in our ability to process your order. Incomplete orders will not be guaranteed the Advance Rate. Where indicated, please complete the installation date requirements, labor dates, and all other information.

If your booth number changes prior to move-in, you must notify MGMRI in writing with the following information:

- ◆ Company Name
- ◆ Previous Booth Number
- ◆ New Booth Number

◆ **METHOD OF PAYMENT**

MGMRI accepts the following methods of payment:

- **CREDIT CARD** Please place credit card information on the order form.
- **COMPANY CHECK / BANK TRANSFER** Please complete the Check/Bank Transfer Notification form located after the Order form and return via fax: 702.669.4575 or email: exhibitorservices@mandalaybay.com. Checks/Bank transfers will not be accepted for payment without prior notification. A credit card will be required to be on file for overages. When submitting a copy of your order form to Mandalay Bay, a copy of the check does not secure advanced pricing.

◆ **PAYMENT & CANCELLATION PROCEDURES**

No credits will be issued on services installed as ordered even though not used.

No credits will be issued after show closing. Please review invoice prior to departure.

Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time. Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

◆ **REPORTING TROUBLE WITH SERVICES**

In order to allow MGMRI the ability to trouble-shoot any problems you may have with services ordered, **all** reports of trouble with installed or delivered services need to be reported by the Exhibitor **in person** at the Service Desk. Any reports of trouble with installed or delivered services after the event has concluded will not be refunded.

◆ **PLACING ORDERS ON-SITE**

Onsite orders will be placed in person at the Service Desk. The Service Desk is located on Level 1 of the South Convention Center, next to FedEx Office. MGMRI is not able to take phone orders, as payment and a signature is required before service is delivered.

◆ **EXHIBIT SPACES**

There are three (3) major types of exhibit spaces (or booth types) used at trade shows, conventions and events. Please refer to the Floor Plan page found in this brochure for more information.

◆ **EDLEN ELECTRICAL ORDERS**

Edlen Electrical is the exclusive contractor for your electrical, lighting, air and water needs, please place your order on-line at www.mandalaybayexhibitorservices.com or fax the order form (**with credit card payment only**) to the fax number located on the electrical, lighting, air & water order forms found in this brochure.



ALLOW US TO HELP YOU

You may contact us toll free at (855) 408-1349 or send your inquiry via email to exhibitorservices@mandalaybay.com

ORDER FORM

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

Event Name: Parker Seminars 2015		ADVANCED RATE		BOOTH #:
Event Dates: January 29th-31st		CUT-OFF DATE:		
		1/8/2015		
Exhibiting Company Name:				
Street Address:		City:	State:	Postal Code:
Phone #:		EXT:	Fax #:	
Print Name:		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		

For orders requiring a floor plan for placement use the floor plan page included in this brochure if you do not have your own.

[illegible]

Order Comments:

Manual Processing fee is not incurred for
orders placed on-line at
www.mandalaybayexhibitorservices.com

Subtotal	
Processing Fee	\$25.00
TOTAL	

*Do not forget to add NV Sales Tax to applicable items.

*Service Charges may apply, please refer to brochure pages to verify.

*For Food and Beverage orders, please include the signed Food and Beverage Contract.

*For Audio Visual Orders please add 20% service charge.



For questions, or assistance with ordering please email us at exhibitorservices@mandalaybay.com or call us toll free: 855.408.1349

Additional ways to submit your order - Fax: 702.669.4575; E-mail: exhibitorservices@mandalaybay.com

Please include a \$25.00 non-refundable processing fee for orders submitted via Fax/email.

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE SERVICES BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. To receive Advance Rate discounts, we must receive your order, with FULL payment, twenty-one (21) calendar days prior to show opening. All other orders will be processed at the Show Rate. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address.

We will be paying by: ☐ Company Check ☐ Credit Card ☐ Wire Transfer

*** Required Fields**

Additional Authorized Signers:

Check or Wire transfer payments, please refer to Important ordering information page.

CREDIT CARD VERIFICATION:

* Last four digits of credit card number:

This credit card is
authorized for all additional
onsite charges

Initials

1

2

*Cardholder's Name:

* Cardholder's Signature:

* Cardholder's Billing Address:

*City:

*State:

*Postal Code:

***CREDIT CARD NUMBER:**

*Card EXP DATE:
MM/YY

38

CHECK/BANK TRANSFER NOTIFICATION FORM

This notification form and a copy of the order must be submitted via fax or email: exhibitorservices@mandalaybay.com / 702.669.4575 when payment of check or bank transfer is made. This ensures that Exhibitor Services is aware of payment type for delivery of service. Failure to send check payments to correct address (listed below) may result in refusal of check payment.

Event Name: Parker Seminars 2015		ADVANCED RATE		BOOTH #:
Event Dates: January 29th-31st		CUT-OFF DATE:		
Exhibiting Company Name:		1/8/2015		
Street Address:		City:	State:	Postal Code:
Phone #:		EXT:	Fax #:	
Print Name:		Signature:		
Contact's E-mail:		On-site Contact/Cell #:		

Alternative payment policies and instructions:

No checks/bank transfers will be accepted after **1/8/2015**

Keep in mind when sending a check or bank transfer, it can take 14-21 days for notification from the bank to reach our office.

Your pricing will be based on when payment is RECEIVED.

Payment received without order forms, backup or instructions as to what the payment applies to will be returned.

Alternative payments require a credit card on file, please complete the credit card information at the bottom of this page.

Bank Transfer Information: Bank of America, Nevada Las Vegas, Nevada ABA #026009593 Account #: 501012629871 Bank Swift Code BOFAUS3N Date Transfer will be sent: TOTAL AMOUNT SENT: * International wire transfers will need to include a \$25 bank processing fee. ** Reference Show Name & Booth number	Check Payment Information: Checks (with original order forms) mailed to: MGM RESORTS INTERNATIONAL, BANK OF AMERICA - NEVADA PO Box 748137 LOS ANGELES, CA 90074-8137 Date check will be sent: TOTAL AMOUNT SENT: Make checks payable to: MGM Resorts International Reference the name of Show & booth number on the check & include order forms. Checks are required to be drawn on US Banks and in US Funds. MGMRI will NOT accept personal checks.
--	---

Notes:

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN SERVICE BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display & pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor & their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Review all orders & invoices prior to leaving show site. To receive discount rates, order must be received with FULL payment, twenty-one (21) calendar days prior to show opening, all other orders will be processed at the Standard Rate. Read all forms thoroughly for instructions & conditions. By providing this fax number &/or email address & signing this form, Exhibitor gives permission to Trade Show Organizer & MGMRI to fax Exhibitor at this fax number or to email at this email address.

CREDIT CARD VERIFICATION:

*** Required Fields**

Additional Authorized Signers:

*Last four digits of credit card number:		This credit card is authorized for all additional onsite charges		Initials		1 _____ 2 _____
*Cardholder's Name:				*Cardholder's Signature:		
*Cardholder's Billing Address:				*City:		*State:
						*Postal Code:
*CREDIT CARD NUMBER:						*Card EXP DATE: MM/YY
						39

TERMS AND CONDITIONS

AUDIO VISUAL TERMS & CONDITIONS

MGM Resorts Intl (MGMRI) agrees to rent its equipment (Equipment), subject to the conditions of the Contract, and in consideration thereof, the undersigned Customer (Renter) agrees to the following:

Renter understands and agrees that the Equipment described in the Contract remains the property of MGMRI, and that the failure by the Renter to return said Equipment to MGMRI may constitute a crime and subject Renter to criminal prosecution. Renter acknowledges that the equipment has been examined and knows the condition thereof, and that the same is in good condition and repair and Renter agrees equipment will be returned in the same condition as when received, ordinary wear and tear excepted. Renter assumes all risks of loss, theft, or destruction of, or damage to such Equipment, and will hold MGMRI harmless from any and all damages, claim, lien, storage costs, labor and materials. Renter further agrees to pay MGMRI on demand all cost of repairs or replacement at the current repair or replacement costs of said Equipment. MGMRI shall have a lien on all Renter's property for all charges and expenses incurred by MGMRI under the terms of the contract including those caused by damage to or destruction of said Equipment. Renter agrees that MGMRI has the right to terminate this agreement at any time, and retake possession of said Equipment and Renter shall guarantee free access to MGMRI of said Equipment and may enter upon the premises of the Renter, without becoming liable for trespass. Renter expressly agrees to use Equipment in strict accordance with given instructions. Failure to do so automatically terminates this contract, with all sums due hereunder immediately payable to MGMRI. Renter further agrees to immediately return said Equipment. MGMRI shall not be liable to Renter any liability, claim loss, damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by the Equipment or any inadequacy thereof for any purpose or any deficiency or defect (latent or patent) therein or delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused. MGMRI shall not, by virtue of having rented the Equipment under this contract, be deemed to have made any representation or warranty, whether written or oral or expressed or implied as to the condition of, or as to the quality of the material or workmanship in the Equipment. Rental charges shall be based on all or any part of each twenty-four (24) hour period following 5:59AM. Renter agrees to pay rental fee stipulated for period stated. If Equipment is kept for a longer period, rental fee will be charged at the stated rate until the Equipment is returned to the possession of MGMRI. No term or condition of this contract may be waived or modified as to MGMRI except in writing signed by MGMRI authorized representative or by an officer of MGMRI who has been expressly authorized to do so by MGMRI. Audio Visual offers a "3 Day Rate" on shows from four to seven days. Electrical Service is not included in equipment pricing. Please refer to the Electrical portion of the brochure for pricing. Additional labor, if required, is subject to the prevailing rate, four (4) hour minimum. A representative will contact you if additional labor is required for your booth. Equipment delivery and installation times are prioritized after the completed form is processed. MGMRI is not responsible if equipment installation does not meet your timeline due to any unforeseen circumstances that may occur at show site. All prices are subject to change without prior notice.

CLEANING TERMS & CONDITIONS

MGMRI shall not be liable to exhibitor any liability, claim loss, damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by the services or any inadequacy thereof for any purpose, delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused. MGMRI shall not, by virtue of having rented the equipment under this contract, be deemed to have made any representation or warranty, whether written or oral or expressed or implied as to the condition of, or as to the quality of the services.

Abandoned Booths at close of show: Exhibitors/EAC/3rd Party Companies are directly responsible for removal of all booth material at the close of show. Any material left at the close of show will be charged at the current cleaning/recycling rates for the removal from the premises, including any abandoned booths. Charges will be based on the total weight (in pounds) of material remaining and will be charged to payment method on file. MGMRI is not responsible or liable for abandoned booths or materials.

INTERNET SERVICES TERMS & CONDITIONS

Any additional cost incurred by MGMRI to assist in diagnosis or problem resolution found not to be fault of MGMRI, or to collect any required information the customers fails to provide in order to complete the installation will be billed to the Exhibitor at the prevailing rate. Any problem relating to the services provided should be reported immediately to the Service Desk. Rental equipment must be picked up at the Service Desk. Unused deposits will be refunded in the same manner as payment was made. Exhibitor is responsible for protecting all rental equipment after taking possession of the equipment, and is responsible for returning all rental equipment within one (1) hour after close of show. All rental equipment remains the property of MGMRI, and is not available for sale. Only MGMRI staff are authorized to make any change or modification to the cabling infrastructure of MGMRI.

Internet Performance Disclaimer: MGMRI does not guarantee the speed, routing, performance or throughput, either expressed, or implied, of any data circuit or connection with regard to the Internet and/or Internet backbone beyond the MGMRI demarcation point. Internet Security Disclaimer: MGMRI does not provide security for any data circuit or connection we provide. Exhibitor has the responsibility of providing any network security (such as, but not limited to, firewalls, anti-virus software, etc.). All Exhibitors agree that MGMRI, our agents and/or contractors will not be held responsible for any liabilities arising from the use of non-secured data circuits, either connected, or not connected to the Internet, including but not limited to loss of business. Intended Use of Network Connections: The network connection and Internet services provided by MGMRI may only be used by the officers, directors, and agents of the company purchasing the services, including its guests and consultants if performing a service to the company. MGMRI network or Internet services may not be resold, or made available for use by another company, individual or exhibitor.

All users of MGMRI's network services will use reasonable efforts to promote efficient use of the networks to avoid unnecessary network traffic and interference to other users of the interconnected networks. Users of MGMRI data services shall not disrupt other users of MGMRI data services. Any device that is suspected of disrupting or interfering with MGMRI owned and operated hardware or software will be disconnected and/or shutdown without notice. Macro controls the use of, and shall have absolute authority over all devices operating under Part 15 of the Federal Communications Commission (FCC) rules on any property or facility owned, operated or managed by MGM Resorts Intl. MGMRI data services shall not be used to transmit any communication that would violate any applicable law or regulation or be considered offensive to the recipient or recipients. All devices using MGMRI data services for Internet connectivity shall be required to obtain a MGMRI assigned IP address. **(NO NAT OR PAT - INCLUDING ROUTERS).**

Some broadband circuits cannot be cancelled once ordered. In this case, customer will be charged the full listed/quoted price. Refunds will not be given for any service installed but not used. IMPORTANT NOTES: Labor charges may apply. Customer provided/ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide MGMRI with the circuit ID number and provider name. All services are terminated 1 hour after closing on the final day of the event. MGMRI does not guarantee any level of performance or connectivity beyond our gateway. T1/DS-3 orders must be placed 45 days prior to show move-in. Rates include an IP address and bringing the services to the booth by the most convenient manner. It does not include a personal computer, network interface card, TCP/IP software, power to the booth, or configuration of personal equipment, including personal computers or laptops. The choice of ISP is at the discretion of MGMRI.

Standard Ethernet services are provided to the customer on RJ-45 jacks using unshielded twisted pair (UTP) cabling - except where specifically noted.

TELECOMMUNICATIONS TERMS & CONDITIONS

Credit cards are charged upon receipt of the order for the full amount of services ordered. Additional phone charges such as relocation and phone usage fees will be applied to the final invoice after close of show.

All phone line locations must be identified on the diagram form or a customer provided diagram.

Only MGMRI Personnel are authorized to modify house wiring or cabling. All material furnished by MGMRI for this service shall remain the property of MGMRI.

All lines will be restricted from 900/976 dialing. MGMRI will provide, upon request, a call detail report for each extension assignment.

Exhibitors are responsible for safekeeping and return of all rental equipment. All telecom equipment must be returned to the Service Desk within one (1) hour following close of show, unless other arrangements have been agreed upon by Exhibitor & MGMRI.

Renter assumes all risk of loss, theft, destruction of, or damage to equipment and will hold MGMRI harmless from any and all damages, claim, lien, storage cost, labor & materials.

Renter further agrees to pay MGMRI on demand all costs associated with damaged or lost equipment.

Usage Fees are used toward all calls placed from assigned telephone numbers. Charges exceeding the usage fee amount will be charged to the credit card on file.

ALL SERVICES TERMS & CONDITIONS

Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time. Refunds will not be given for orders cancelled less than ⁴⁰seventy-two (72) hours prior to install or delivery.

THIRD PARTY AGENT FORM

Event Name: Parker Seminars 2015		ADVANCED RATE CUT-OFF DATE: 1/8/2015	BOOTH #:
Event Dates: January 29th-31st			
Third Party Agent Company Name:			
Third Party Agent Company Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
Signature:		Print Name:	
Contact's e-mail:		E-mail for Receipts:	

For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for your services, MGMRI agrees to charge this Third Party Agent. However, this form must be completed by **both** the Exhibiting Company and their designated representative and both companies must submit credit card information to MBCR. The Exhibiting Company is ultimately responsible for payment of charges. This form does not exclude either party from payment policies which are listed below.

TO BE COMPLETED BY THE EXHIBITING COMPANY: (This section must be signed to complete the order process)

We understand and agree that we, the Exhibiting Company, are ultimately responsible for payment of charges. In the event that the named Third Party Agent does not make payment for the services provided, prior to show close, charges will revert to the Exhibiting Company. All balances are due and payable upon receipt by either party.

PLEASE SPECIFY SERVICES TO BE PAID FOR BY THIRD PARTY:

Exhibiting Company Name:			
Exhibiting Company Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE SERVICES BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.			
Exhibiting Company Representative (PRINT NAME):		Signature:	

All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. To receive Advance Rate discounts, we must receive your order, with FULL payment, twenty-one (21) calendar days prior to show opening. All other orders will be processed at the Show Rate. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address.

FLOOR PLAN

Please use this grid if you do not have your own floor plan to send in for Electrical, Telephone location, Internet line, & Cable outlet location. If services are only required at the rear of an in-line booth, this form is not required.

Include booth layout (with surrounding booth AND aisles) with service locations on diagram. All lines are wired from the floor. A relocation fee will be charged for any moves required. After installation, labor charges will apply if additional work is needed.

For current labor rates please call:

Electrical: 702.322.5707

Telephones: 702.322.3003

Internet: 702.322.3008

OUTLET GRID

- Mark the adjacent booth #s for orientation
- Write in measurements or use boxes as a scale for outlet locations

For electrical orders, please use the below legend:

Indicate booth type: ☐ Island ☐ Peninsula ☐ Inline Provide aisle or adjacent booth #'s for orientation

X = Main Distribution Point **◆** = 5amp/500watt **▲** = 10amp/1000watt **★** = 15amp/1500watt **●** = 20amp/200 watt

Each square = _____ feet

Adjacent Booth or aisle # _____									
Adjacent Booth or aisle # _____									

Adjacent Booth or aisle # _____

Adjacent Booth or aisle # _____

Event Name: Parker Seminars 2015

Company Name: _____

Event Dates: January 29th-31st

Contact Name: _____

Booth #: _____

Contact Number: _____

BOOTH CLEANING

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

The official cleaning contractor is United National Maintenance and provides all of your needs for event cleaning services. No other cleaning companies are allowed on the show floor except for initial wipe down. Booth cleaning is performed each night at the Exhibitor's expense. Any requests for Booth Cleaning once on Show Site must be done in person at the Service Desk. Booth Cleaning will not be performed if the plastic is not removed from your booth area the night before show opens.

Booth cleaning is NOT part of your booth package. If you would like your booth cleaned each night, services must be ordered on the order form.

If you plan to serve food and/or beverage in your booth, it is required that you order Periodic Porter Service.

FLOOR CLEANING

Floor Cleaning charges are based on the size of your BOOTH in Square Feet. If your show is based in Square Meters, please convert to Square Feet before submitting.

To order this service, multiply the Square Feet by the price per Square Foot then by the number of days you will require the service. (Example: 100 SQ FT X \$.33 X 3 days = \$96)

Booths are generally cleaned nightly, depending on the show schedule. Cleaning times may vary by show.

MGMRI does NOT provide trash cans for your booth. Please refer to your General Service Contractor for these items.

When indicating the date of service, please indicate the day that you would like your booth show ready.

ALL RATES BASED ON GROSS BOOTH SQUARE FOOTAGE - 100 SQUARE FOOT MINIMUM

		Advance Rate	Standard Rate
BC01	Booth Vacuuming & Empty Trash Can *Provides a one time vacuum and trash empty to make the booth show ready. If you need service throughout the show, porter service is available below.	\$.33 p/Sq. Ft	\$.43 p/Sq. Ft
BC02	Damp Mop - for custom flooring - this does not include deep cleaning or waxing	\$.36 p/Sq. Ft	\$.52 p/Sq. Ft
BC03	Shampoo Service *Carpet is shampooed 1 day prior to show open & vacuumed to be show ready	\$ 1.07 p/Sq. Ft	\$ 1.42 p/Sq. Ft
BC04	Spot Shampoo Carpet (up to 100 sq. ft.)	\$ 36.00 each	\$ 36.00 each
BC05	Spot Shampoo Carpet (101 sq. ft. & above)	\$.50 p/Sq. Ft	\$.75 p/Sq. Ft
BC07	Concrete Waxing Service - Concrete will be deep cleaned and waxed	\$.75 p/Sq. Ft	\$.95 p/Sq. Ft
BC08	Concrete Cleaning Service - Concrete is deep cleaned & mopped (waxing not included)	\$.75 p/Sq. Ft	\$.95 p/Sq. Ft
BC09	Anti-Static Treatment - treatment to remove static from carpet	\$.31 p/Sq. Ft	\$.41 p/Sq. Ft

PERIODIC PORTER SERVICE

Periodic Porter service is performed by a cleaning attendant approximately every ninety (90) minutes.

		Advance Rate	Standard Rate
PP01	Periodic Porter (up to 1000 sq. ft.)	\$ 48.00 p/day	\$ 60.00 p/day
PP02	Periodic Porter (1001 - 3000 sq. ft.)	\$ 70.00 p/day	\$100.00 p/day
PP03	Periodic Porter (3001 sq. ft. & above)	\$110.00 p/day	\$155.00 p/day
PP01R	Rigging Porter (up to 1000 sq. ft.)	\$ 48.00 p/day	\$ 60.00 p/day
PP02R	Rigging Porter (1001 - 3000 sq. ft.)	\$ 70.00 p/day	\$100.00 p/day
PP03R	Rigging Porter (3001 sq. ft. & above)	\$110.00 p/day	\$155.00 p/day
Rigging Porter service will be performed once installation of all rigging is completed in the booth. This service is required if the booth is located in the Bayside Hall.			

ALL DAY PORTER SERVICE

An All Day Porter will be assigned to your booth for the length of the Show hours for each day service is ordered.

		Advance Rate	Standard Rate
ADP01	All Day Porter (up to 1000 sq. ft.)	\$120.00 p/day	\$135.00 p/day
ADP02	All Day Porter (1001 - 3000 sq. ft.)	\$240.00 p/day	\$270.00 p/day
ADP03	All Day Porter (3001 sq. ft. & above)	\$360.00 p/day	\$405.00 p/day

For any additional ordering questions, please contact the Exhibitor Services department toll free at (855) 408-1349 or email us at exhibitorservices@mandalaybay.com.

BEVERAGES

VISIT US AT www.mandalaybayexhibitorservices.com for on-line ordering and expanded menu options!

BEVERAGES

All bottled beverages include 5 pounds of ice

FB004	Freshly Brewed Coffee Includes condiments, cups with lids and stirrers
FB005	Freshly Brewed Decaffeinated Coffee Includes condiments, cups with lids and stirrers
FB006	Assorted Domestic & Herbal Teas
FB013	Hot Chocolate with Mini Marshmallows
FB007	Iced Tea with Lemon
FB008	Fresh Lemonade
FB012	Fruit Punch
FBB02	Sodas - Assortment of Pepsi, Diet Pepsi, Sierra Mist
FBB01	Assorted Fruit Juices - 10 ounce bottles
FBB12	Assorted Bottled "Naked" Fruit Smoothies
FBB17	Sobe Lifewater - Assorted
FB116	G2 Gatorade - Assorted
FBB16	Milk - Individual Pints
FBB13	Starbucks Frappacino - bottled please indicate Mocha or Vanilla
FBB15	Energy Drinks Choice of Red Bull, Sugar-free Red Bull, or ROCKSTAR
FBB03	Bottled Water - 10 Ounce Bottle Choice of Sparkling or Still
FWC01	Water Cooler Rental - (Dispenses Cold only)* Includes (1) Five gallon water bottle & cups *Electricity required one (1) 120 volt 5 amp outlet- order with electrical order form.
FWC02	Additional Five Gallon Water Bottle
ICE	Additional sleeve of cups Ice - 5 pound bucket



Advance Price	Standard Rate
\$80.00 p/gallon	\$104.00 p/gallon
\$80.00 p/gallon	\$104.00 p/gallon
\$80.00 p/gallon	\$104.00 p/gallon
\$80.00 p/gallon	\$104.00 p/gallon
\$70.00 p/gallon	\$91.00 p/gallon
\$70.00 p/gallon	\$91.00 p/gallon
\$70.00 p/gallon	\$91.00 p/gallon
\$57.00 per 12	\$74.00 per 12
\$57.00 per 12	\$74.00 per 12
\$72.00 per 12	\$93.00 per 12
\$63.00 per 12	\$82.00 per 12
\$63.00 per 12	\$82.00 per 12
\$45.00 per 12	\$58.00 per 12
\$78.00 per 12	\$101.00 per 12
\$84.00 per 12	\$109.00 per 12
\$54.00 per 12	\$70.00 per 12
\$225.00 Each	\$225.00 Each
\$75.00 Each	\$100.00 Each
\$10.00 Each	\$13.00 Each
\$5.00 Each	\$7.00 Each

ALCOHOLIC BEVERAGES

FBA01	Domestic Beer Choice of Budweiser, Bud Lite, Miller Lite
FBA02	Imported Beer Choice of Corona, Heineken, Amstel Lite
KEG	Keg Beer - 100-125 servings Choice of Budweiser, Bud Lite, MGD, Fosters, Fat Tire, Sierra Nevada, Pyramid & Blue Moon
BAR02	Full Bar - approximately 100-125 servings Includes a variety of Domestic & Imported Beer, House Red & White wines, Mixed drinks, assorted sodas, juices and water
BAR03	Specialty Bar - approximately 100-125 servings Includes a custom drink created by our Mixologist just for your booth in addition to the standard Full Bar
BAR01	Beer & Wine Bar- approximately 150-175 servings Includes a variety of Domestic & Imported Beer, House Red & White wines, assorted sodas, juices and water
FBA04	Cellar Master Champagne - Other varieties available call for pricing
FBA03	Champagne Punch
FBA05	Cellar Master Wines - white or red - other wine available call for pricing



Advance Price	Standard Rate
\$96.00 per 12	\$125.00 per 12
\$108.00 per 12	\$140.00 per 12
\$575.00 per keg	call for availability
\$1,500.00	call for availability
\$1,500.00	call for availability
\$1,500.00	call for availability
\$42.00 p/bottle	\$54.00 p/bottle
\$115.00 p/gallon	\$135.00 p/gallon
\$42.00 p/bottle	\$54.00 p/bottle

LABOR

FBL01	Server	Attendant for up to four (4)	\$195.00	\$253.00
FBL02	Bartender - required to serve alcohol	hours, Each additional hour is \$48.75 plus tax	\$195.00	\$253.00

All food and beverage orders are subject to the current Nevada State Sales Tax and a 22% Service Fee.

*Labor is subject to current Nevada State Sales Tax only.

BREAKFAST AND SNACK ITEMS

VISIT US AT www.mandalaybayexhibitorservices.com for on-line ordering and expanded menu options!

BREAKFAST ITEMS

All items served in quantities of 12 except where noted

FBF06	Assorted Breakfast Pastries			
FBF08	Assorted Sugar Free Muffins			
FBF09	Assorted Fat Free Muffins			
FBF10	Breakfast Fruit Breads - including Banana Nut, Zucchini & Carrot			
FBF07	Bagels with Cream Cheese			
FBF40	Lox and Bagels - serves 12 people			
FBF48	Breakfast Burritos - Individual			
FBF48	Breakfast Sandwiches - Individual			
FBF41	Warm Mini Cinnamon Rolls			
FBF42	Coffee Cake - Individual			
FBF44	Yogurt and Granola Parfaits - Individual Assorted			
FBF13	Yogurt - Individual, Low-Fat Assorted Fruit			
FBF39	Bowl of Assorted Whole Fresh Fruit			
FBF01	Sliced Seasonal Fruit Tray - serves 12			
FBF12	Assorted Protein Bars			
FBF11	Odwalla Bars - Individual Assorted			
FBF45	Cold Cereals - Individually boxed - Assorted			
FBF46	Kashi Cereals - Individual Assorted			
FBF43	Special K Bars - Assorted			

Advance Price	Standard Rate
\$56.00	\$73.00
\$56.00	\$73.00
\$56.00	\$73.00
\$56.00	\$73.00
\$56.00	\$73.00
\$66.00	\$85.00
\$87.00	\$113.00
\$87.00	\$113.00
\$56.00	\$73.00
\$56.00	\$73.00
\$78.00	\$101.00
\$60.00	\$78.00
\$60.00	\$78.00
\$108.00	\$140.00
\$66.00	\$86.00
\$57.00	\$74.00
\$60.00	\$78.00
\$66.00	\$86.00
\$63.00	\$82.00

SALTY SNACKS

All items served in quantities of 12 except where noted

FBF28	Tortilla Chips, 12 individual bags			
FBF29	Salsa for Tortilla Chips			
FBF30	Guacamole for Tortilla Chips			
FBF31	Snack Mix, 12 individual bags			
FBF32	Bowl of Fancy Mixed Nuts, pound			
FBF33	Premium Chips, 12 individual bags			
FBF55	Pringles - Individual Assorted			
FBF59	Gluten-Free Brown Rice Crisps			
FBF56	Popcorn 12 individual bags			
FBF34	Pretzels, 12 individual bags			
FBF60	Pretzels - 1 pound - serves 10 people			
FBF57	100 Calorie Individual Savory Snack Bags			
FBF61	Dips with Chips - serves 10 people			

Advance Price	Standard Rate
\$54.00	\$70.00
\$25.00	\$30.00
\$25.00	\$30.00
\$54.00	\$70.00
\$44.00	\$57.00
\$54.00	\$70.00
\$54.00	\$70.00
\$57.00	\$74.00
\$42.00	\$54.00
\$54.00	\$70.00
\$40.00	\$52.00
\$54.00	\$70.00
\$40.00	\$52.00

SWEET SNACKS

All items served in quantities of 12 except where noted

FBF35	Giant Cookie Tray - 12 assorted			
FBF36	Chocolate Brownies with Nuts Tray - 12 pcs			
FBF37	Asst'd Candy Bars (Snickers, Kit Kat, Nestle Crunch) - 12 pcs			
FBF38	Asst'd Hard Candy - 5 pounds			
FBF58	100 Calorie Individual Sweet Snack Bags			
FBF50	Brownies and Blondies - Individual			
FBF53	Ice Cream Bars - Individual			
FBF54	Cookies - Prepackaged Individual Assorted			
FBF52	Dessert Bars - Assorted Individual			
FBF51	French Dessert Pastries - Individual			
FBF21	Fruit Salad -serves 12 people			
FBF49	Tea Cookies - Two Dozen			

Advance Price	Standard Rate
\$56.00	\$73.00
\$56.00	\$73.00
\$54.00	\$70.00
\$32.00	\$39.00
\$54.00	\$70.00
\$56.00	\$73.00
\$60.00	\$78.00
\$57.00	\$74.00
\$56.00	\$73.00
\$56.00	\$73.00
\$102.00	\$132.00
\$56.00	\$73.00

LABOR

FBL01	Server
-------	--------

**Attendant for up to four (4)
hours, Each additional hour is
\$48.75 plus tax**

Advance Price	Standard Rate
\$195.00	\$253.00

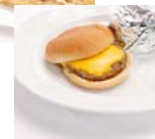
All food and beverage orders are subject to the current Nevada State Sales Tax and a 22% Service Fee
*Labor is subject to current Nevada State Sales Tax only.

LUNCH SELECTIONS

VISIT US AT www.mandalaybayexhibitorservices.com for on-line ordering and expanded menu options!

LUNCH ITEMS

FBF14	Deli Sandwiches - Assorted - 12 sandwiches per tray
FBF02	Assorted Tea Sandwiches - 12 servings per tray
FBF03	Mini Croissant Chicken Salad Sandwiches -12 servings per tray
FBF03	Mini Croissant Tuna Salad Sandwiches -12 servings per tray
FBF16	Field Green Salad - serves 12 people
FBF17	Caesar Salad - 12 servings per bowl
FBF18	Chicken Caesar Salad - 12 servings per bowl
FBF19	Fusilli Pasta Salad - 12 servings per bowl
FBF20	Potato Salad - 12 servings per bowl
FBP01	Quattro Formaggio Pizza - 14 inch - 8 slices
FBP02	Pepperoni pizza - 12 inch - 6 slices
FBF25	Jumbo 1/4 lb. All Beef Hot Dogs - 12 pieces per pan
FBF27	Chicken Fingers with Ranch - 24 pieces per pan
FBHH05	Sliders - Mini Cheeseburgers, w/Chef's Special Sauce - 50 pcs



Advance Price	Standard Rate
\$88.00	\$114.00
\$66.00	\$86.00
\$72.00	\$93.00
\$72.00	\$93.00
\$120.00	\$156.00
\$120.00	\$156.00
\$144.00	\$187.00
\$49.00	\$63.00
\$49.00	\$63.00
\$32.00	\$44.00
\$35.00	\$47.00
\$82.00	\$110.00
\$205.00	\$267.00
\$400.00	\$520.00

BOX LUNCHES - Minimum order of four (4) box lunches per type

FBX01	Greek Salad Chopped Romaine Lettuce, Roasted Red Peppers, Grilled Zucchini, Eggplant, Portabella Mushroom, Tomato, Pitted Kalamata Olives, Pepperoncini, Feta Cheese, Oregano w/ a Balsamic Vinaigrette with Pita Bread and Hummus, Tabouli, Seasonal Whole Fruit, & a Mini Zucchini Walnut Loaf
FBX02	Thai Beef Salad Seared Medium-Rare Flank Steak tossed with Fish Sauce, Mint Cilantro, Chilies, Mango, Cherry Tomatoes, Cucumber and Romaine Lettuce on a Vegetarian Summer Roll. Also includes Lime Wedges and Sweet Chili Sauce, and a beverage.
FBX03	Tuscan Chicken Caesar Salad Grilled Chicken, Italian Bacon, Herb Croutons, Chopped Romaine, Frisée, Oven Roasted Tomato, Shredded Pecorino Romano & Creamy Caesar Dressing, Seasonal Whole Fruit, Herb Roll, & a Mini Cranberry Orange Loaf
FBX04	Roast Beef on Soft Potato Bun Sandwich of Roast Beef on a soft potato bun with Boursin cheese spread, Green Leaf Lettuce, Tomatoes and Roasted Red Onions. Also includes Seasonal Whole Fruit, Individual bag of Kettle Chips, and a Chocolate Fudge Brownie.
FBX05	Bacon, Lettuce and Tomato Turkey Wrap Spinach Tortilla, Roasted Turkey, Swiss Cheese, Bacon, Green Leaf Lettuce, Tomatoes and Avocado Mayonnaise. Also includes tomato and cucumber Salad with herb vinaigrette dressing, red skin potato salad with whole grain mustard mayonnaise dressing, seasonal whole fruit, kettle chips and a chocolate fudge brownie.
FBX06	Grilled Chicken Breast Ciabatta Sandwich Sandwich with marinated & grilled Chicken Breast, Pepper Jack Cheese, Green Leaf Lettuce, Tomatoes & Cajon Roasted Red Pepper Mayonnaise. Also includes Tomato & Cucumber Salad with Herb Vinaigrette Dressing, Red skin Potato Salad with Whole Grain Mustard Mayonnaise dressing, Seasonal whole Fruit, Kettle Chips, and a
FBX07	Turkey Cobb Salad Turkey Cobb salad with chopped Iceberg, Baby Spinach, and Romaine with hard boiled eggs, turkey, blue cheese, bacon, tomatoes and Ranch dressing. Also includes pretzel bread sticks, seasonal fruit and a peanut butter and jelly mousse parfait.
FBX08	Tofu and Noodle Salad Salad of rice noodles, Marinated Tofu julienned vegetables, Napa Cabbage, Sesame Seeds and a spicy peanut dressing. Includes rice crackers, edamame with Furikake flakes, fresh strawberries with honey.
FBX09	Grilled Vegetable and Tempeh Wrap Spinach tortilla filled with grilled tempeh, red bell peppers, mushrooms and squash with lemon-white bean spread & green leaf lettuce. Includes tomato & cucumber salad with herb vinaigrette dressing, red skin potato salad with whole grain mustard mayonnaise dressing, seasonal whole fruit, kettle chips and a chocolate fudge brownie.
FBX10	Sushi Spicy Tuna roll, light soy sauce, pickled ginger and wasabi. Includes edamame with Furikake flakes, cucumber & pickled ginger salad, mixed berries, cupcake or Carmel corn, and a beverage.
FBX11	Tuna Salad Albacore Tuna Salad with celery salt & parsley mayonnaise served with a mini croissant, crackers, pretzel chips & cheddar cheese slices. Includes baby green bean salad with cherry tomatoes & balsamic vinaigrette, mixed berries, cupcake or Carmel



Advance Price	Standard Rate
\$33.00	\$42.00
\$40.00	\$52.00
\$33.00	\$42.00
\$35.00	\$45.00
\$35.00	\$45.00
\$35.00	\$45.00
\$33.00	\$42.00
\$33.00	\$42.00
\$35.00	\$45.00
\$40.00	\$52.00
\$40.00	\$52.00

Green Note: Our boxed lunch is made from recycled product. The clamshells, soufflé cups and cutlery is 100% biodegradable and compostable from renewable resources derived from potatoes and corn.

All food and beverage orders are subject to the current Nevada State Sales Tax and a 22% Service Fee.

RECEPTIONS

VISIT US AT www.mandalaybayexhibitorservices.com for on-line ordering and expanded menu options!

VEGETABLE & CHEESE DISPLAYS

			Advance Price	Standard Rate
FBD01	Vegetable Crudités - serves 24 people A collection of baby carrots, teardrop tomatoes, broccoli and cauliflower florets, baby squash, and Daikon with peppered ranch dressing, herbed Boursin dip and roasted red pepper hummus.		\$240.00	\$312.00
FBD02	Gourmet Grilled Vegetables - serves 24 people Assortment of Grilled Baby Squash, Seasonal Tomatoes, Eggplant, Sweet Peppers, Asparagus, Baby Carrots & Grilled Mushrooms, Balsamic Aioli, Hummus and Roasted Garlic Sour Cream		\$288.00	\$374.00
FBD03	Antipasto Display - serves 24 people Oven-dried Tomatoes, Marinated Artichokes, Grilled Marinated Mushrooms, Olives, Roasted Peppers, Parma Prosciutto, Genoa Salami, Mortadella, Parmigianino Reggiano, Asiago & Fresh Mozzarella		\$432.00	\$562.00
FBD04	Western Regional Cheese Display - serves 24 people A selection of Western Regional Cheeses including Colorado Haystack Mountain aged Goat cheese, California Bear Flag Brand Dry-Aged Monterey Jack, Cyprus Grove Purple Haze Goat Milk Cheese, Bravo Farms Chipotle Cheddar, Washington State Beecher's Flagship, Oregon Rogue Creamery Smoked Blue Cheese, Tillamook sharp Cheddar, and Utah Beehive Barely Buzzed Coffee-rubbed Cheese Served with Seasonal Grapes, Freshly Baked Breads, Lavosh, Assorted Crackers to include Pretzel crackers, Rosemary Crisp Bread and flavored butter crackers.		\$360.00	\$468.00
FBD05	International Cheese Display - serves 24 people International Cheese selection including: Huntsman Gloucester-Stilton, Manchego, Parmesan, St. Andre Triple Cream, Port Salute, Gorgonzola Dolce, Herbed & Spiced Goat Cheese, Fresh Honeycomb, Dried Fruits & Toasted Nuts with Lavosh, Crackers, Crostini, & Baguettes.		\$432.00	\$561.00

COLD HORS D'OEUVRES

			Advance Price	Standard Rate
FBCH01	Garden Cherry Tomato Stuffed w/ Herbed Goat Cheese - 50 pcs		\$300.00	\$390.00
FBCH02	Cucumber Cup with Hummus and Kalamata Olive - 50 pieces		\$300.00	\$390.00
FBCH03	Tortilla Cup with Southwest Chicken Salad - 50 pieces		\$300.00	\$390.00
FBCH04	Wonton Cup with Thai Beef Salad and Green Papaya - 50 pcs		\$350.00	\$455.00
FBCH05	Mini Tropical Fruit Skewer with Guava Crème Fraiche - 50 pcs		\$350.00	\$455.00
FBCH06	Jumbo Shrimp Display - 50 pcs Served with Spicy Cocktail Sauce, Grain Mustard Aioli & Fresh Lemons		\$375.00	\$487.00

HOT HORS D'OEUVRES

			Advance Price	Standard Rate
FBHH01	Chicken Pot Sticker with Sesame Soy Dipping Sauce - 50 pcs		\$300.00	\$390.00
FBHH02	Vegetable Spring Rolls with a Ginger Hoisin - 50 pieces		\$300.00	\$390.00
FBHH03	Mini Beef Wellingtons with a Mustard Aioli - 50 pieces		\$350.00	\$455.00
FBHH04	Coconut Shrimp with Sweet Chili Sauce - 50 pieces		\$400.00	\$520.00

BULK CONDIMENTS

			Advance Price	Standard Rate
FBC01	Sugar Packets - 2000 per case		\$50.00	\$65.00
FBC02	Sweet N Low - 2000 per case		\$85.00	\$110.50
FBC03	Equal - 3000 per case		\$85.00	\$110.50
FBC04	Splenda - 2000 per case		\$85.00	\$110.50
FBC05	Sugar in the Raw - 1200 per case		\$85.00	\$110.50
FBC06	Half & Half - per quart		\$32.50	\$42.25
FBC07	2% Milk - per quart		\$32.50	\$42.25
FBC08	Coffeemate powdered creamer - 1500 per case		\$50.00	\$65.00
FBC09	Liquid individual creamers - 200 per case		\$10.00	\$13.00
FBC10	Stir sticks - 1000 per case		\$50.00	\$65.00
FBC11	Honey - 72 per case		\$11.00	\$14.00

SPECIALTY ITEMS

If you are looking for a unique refreshment opportunity in your booth, contact Exhibitor Services to get pricing on our Specialty Items. Toll free 855.408.1349 or email us at exhibitorservices@mandalaybay.com

Some options available are:

*All options are subject to availability.

Popcorn Machines

Ice Cream Carts

Cappuccino Carts

Smoothie Machines

LABOR

			Advance Price	Standard Rate
FBL01	Server	Attendant for up to four (4)	\$195.00	\$253.00
FBL02	Bartender - required to serve alcohol	hours, Each additional hour is	\$195.00	\$253.00
FBL03	Chef	\$48.75 plus tax	\$195.00	\$253.00

All food and beverage orders are subject to the current Nevada State Sales Tax and a 22% Service Fee.

*Labor is subject to current Nevada State Sales Tax only.

FOOD & BEVERAGE CONTRACT

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

THIS FOOD AND BEVERAGE CONTRACT IS REQUIRED AS PART OF YOUR FOOD AND BEVERAGE ORDER

Mandalay Bay Convention Resort has a dedicated team of professionals to assist with your custom menus and special events. Please email inquiries to exhibitorservices@mandalaybay.com

ORDER POLICIES

- 1 **MGMRI retains the exclusive rights for all food and beverage services therein.** It is not permissible to bring or sell any food or beverage on the premises without written permission from MGMRI. Use of outside catering services is prohibited. Failure to comply with this policy will result in a corkage charge, service fee, and any other damages to which MGMRI may be entitled.
- 2 **Taxes and Service Fees - All food and beverage orders are subject to the current Nevada State Sales Tax and a 22% Service**
- 3 **Trash Removal/Food Disposal**
Food is served on disposable ware that will not be removed from your booth unless it is in a trash receptacle. It is your responsibility to dispose of these items into the trash receptacle when you are done. Coffee Urns or other banquet items that are not disposable will be removed from your booth based on a 3 hour serving time by facility personnel. If you wish to have the items removed from your booth before that time, please indicate as such with your order.
For this reason, exhibitors ordering food and beverage will be required to order Periodic Porter Service. Based on the following:

Booth Size:	Advance Rate:	Show Rate:
Up to 1000 sq. feet	\$48.00 per day	\$60.00 per day
1001 - 3000 sq. feet	\$70.00 per day	\$100.00 per day
3001 sq. feet and up	\$110.00 per day	\$155.00 per day
- 4 Alcoholic beverages must be served by a MGMRI Bartender.
- 5 All deliveries will be made on the half hour, with a fifteen (15) minute grace period based on volume.
- 6 Exhibitor assumes all risks of loss, theft, or destruction of, or damage to equipment caused by Exhibitor or by Exhibitor's employees, agents or guests and will hold MGMRI harmless from any and all damages, claim, lien, storage costs, labor and materials, except if caused by MGMRI or any of MGMRI's personnel or agents. Exhibitor further agrees to pay MGMRI all cost of repairs or replacement at the current repair or replacement costs of said equipment.
- 7 **No refresh services are available on the show floor for food and beverage.** If you need service to be replenished throughout the show, please schedule deliveries accordingly on your advanced order. If you need to reorder on-site, you will have to visit the service desk.
- 8 **WATER COOLER RENTAL:** Exhibitors are responsible for the return of each Water Cooler and empty bottles. There will be a \$150.00 charge for each unit not returned. There is no refund for unused bottles or sleeves of cups.
- 9 **TABLES & ELECTRICAL REQUIREMENTS:** The facility does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.
- 10 **Cancellation Policy:** Written cancellation of orders and services must be received by MBCR seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. **All on-site orders are subject to 100% cancellation fee.**
- 11 Show Management and/or their Exhibitors may distribute SAMPLE food and/or beverages only by completing the Sample Authorization form found in this brochure and following the conditions: Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company. **PLEASE NOTE IF YOU ARE HANDING OUT SAMPLES YOU MAY BE REQUIRED TO HAVE A HAND-WASHING STATION IN YOUR BOOTH (Refer to the SNHD website to verify - www.southernnevadahealthdistrict.org).**
- 12 **All items are limited to Sample Size:**

A) Food Items - One (1) Ounce
B) Non-Alcoholic Beverage - Two (2) Ounces

C) Beer - Two (2) Ounces
D) Wine - One (1) Ounce
E) Spirits/Liquor 0.25 Ounce
- 13 Exhibitors found in violation of the sample sizes will be charged corkage and service fees based on our current pricing for the same or similar items.

I have read and understand the above policies.

Event Name: Parker Seminars 2015

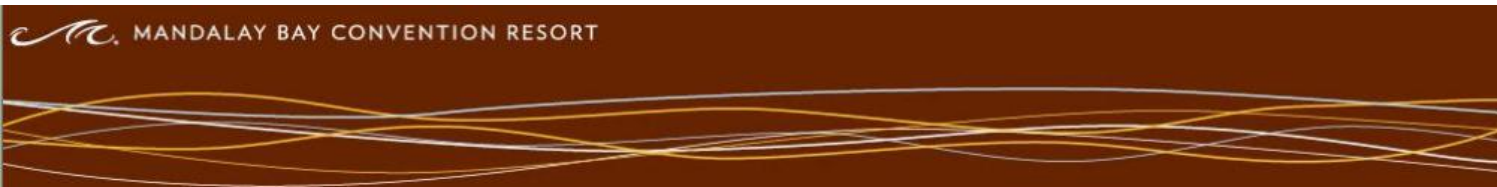
Company Name: _____

Event Dates: January 29th-31st

Contact Name: _____

Booth #: _____

Signature: _____



FOOD AND BEVERAGE SAMPLING AUTHORIZATION FORM

This form is required to be completed for all sample Food and Beverage sampling on the show floor.

Event Name: Parker Seminars 2015		ADVANCED RATE CUT-OFF DATE: 1/8/2015	BOOTH #:
Event Dates: January 29th-31st			
Exhibiting Company Name:			
Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
Signature:		Print Name:	
Contact's e-mail:		On-site contact/cell number:	

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE SERVICES BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.

General Conditions

Show Management and/or Exhibitors may distribute sample food and/or beverages under the following conditions:

- 1 Completion and return of this form. Fax 702.669.4575 or email exhibitorservices@mandalaybay.com
- 2 Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company.
- 3 **All items are limited to sample size:**

A) Food Items - One (1) Ounce
B) Non-Alcoholic Beverage - Two (2) Ounces

C) Beer - Two (2) Ounces
D) Wine - One (1) Ounce
E) Spirits/Liquor 0.25 Ounce
- 4 Food and beverage items not manufactured, processed, or germane to the business of the exhibiting company must be purchased from the facility.
- 5 Product liability insurance is required when Sample food or beverage is distributed in our facility.
- 6 For alcohol dispensing by Exhibitor, one (1) million dollars in host liability insurance is required and must comply with federal and state liquor laws if applicable. **All alcohol samples are required to be served by a MGMRI Bartender.**
- 7 Exhibitors found in violation of the sample sizes will be charged corkage and gratuity fees based on facility pricing for the same or similar items. By signing and returning the Sampling Authorization Form Beverage Contract, Exhibitor agrees to all fees associated with their samples.
- 8 Dispensing and storage of food/beverage product is the responsibility of the exhibitor. Contact your General Service Contractor if you require storage. Due to health regulations, the facility is not able to store product for exhibitors.
- 9 **Exhibitors are responsible for complying with all Southern Nevada Health District regulations. Following are the regulation numbers that pertain to exhibition cooking/sampling: 96.01.0045 – 96.01.0039 – 96.02.0000 – 96.09.0000 – 96.09.0100 – 96.09.0200. For additional information, SNHD web site is – www.southernnevadahealthdistrict.org – Phone 702.759.1000. The SNHD policies are subject to change without notice. The Clark County Health District frequently visits Exhibit Halls ensuring that all Exhibitors are compliant. PLEASE NOTE, YOU MAY BE REQUIRED TO HAVE A HAND-WASHING STATION IN YOUR BOOTH IF YOU ARE HANDLING SAMPLES.(Refer to the SNHD website to verify) If you need to rent a hand-washing station, Edlen Electrical has a limited supply available for rent, please refer to the Electrical order form that is at the end of this brochure.**
- 10 All cooking, warming and equipment use must conform to fire prevention regulations and be approved by Clark County Fire Department 702.455.7311. All necessary permits including the Health District and Fire Marshal, for cooking demonstrations must be secured and provided to all parties prior to the event. Smoke or strong odors created during food preparation must be vented so as not to interfere with adjoining exhibits. The MGMRI exclusive plumbing contractor (Edlen Electrical) must be contacted to vent cooking equipment.
- 11 MGMRI will institute a charge for any rental equipment & cleaning associated with the distribution of samples.
- 12 Trash Removal - Disposal of food items must be in accordance with the manner established by MGMRI. All Exhibitors sampling food and beverage are required to order Periodic Porter Service. This can be ordered on the order form included in this brochure.

Product Information

Product to be dispensed _____

Proposed method of dispensing _____

How will the product be prepared? _____

If you will be using any cooking equipment in your booth, you will need to contact the Clark County Fire Marshal for approval.

Will you require the facility to prepare product? _____

Please complete Food Preparation request form in this kit.

Will you require any equipment from the facility to prepare or display product? _____

Equipment list available by emailing exhibitorservices@mandalaybay.com

REQUEST FOR MANDALAY BAY CULINARY TEAM TO PREPARE FOOD SAMPLES

Event Name: Parker Seminars 2015		ADVANCED RATE CUT-OFF DATE: 1/8/2015		BOOTH #:	
Event Dates: January 29th-31st					
Exhibiting Company Name:					
Street Address:		City:		State:	
Phone #:		Ext:		Fax #	
Signature:			Print Name:		
Contact's e-mail:					

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE MBCR SERVICES BROCHURE. MBCR IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.

- *In order to properly prepare and plan for all food preparations, requests must be received by **1/8/2015**
 - *Orders received after this date will be subject to kitchen availability.
 - *All food should be shipped to the General Service Contractor and arrangements made with them to deliver to the kitchen three (3) days prior to preparation.
 - *All food items should be in bulk packaging unless they are being prepared in an individual package.
 - *Based on the information provided, a custom contract will be created.
- If you have any questions, please contact Exhibitor Services toll free **at 855-408-1349 or**
exhibitorservices@mandalaybay.com

Please provide a separate sheet with the following information if you need your food samples cooked or prepared by the facility.

1. What is being delivered to the kitchens? Please list the items, number of cases, delivery dates and times. Each case should be labeled with a delivery date and time to be delivered to the kitchen.
2. What are your food samples?
3. What type of storage is required? Refrigerated, Freezer, Dry? On the Delivery label please indicate storage type.
4. What are your cooking / preparation instructions? Provide a separate list of cooking instructions, if the actual instructions on the product are available, please send those as well. In addition, the cooking instructions should be on each case sent to the kitchen.
5. How will the samples need to be displayed.
6. What equipment will you need to rent from the facility for your samples? (i.e. chaffing dishes, serving trays)
7. A detailed schedule for when you will need food delivered to the booth including the specific quantities for each product.
8. Will the facility need to provide any food items to complete the preparation of your product? If so, a list of items with quantities will be required.
9. Will you require labor (server, bartender, chef) from Mandalay Bay in your booth? Please specify type of labor, what they would be doing, and the hours required.
10. Who will be your on-site contact for preparation questions? Please provide name and cell number.
11. Attach any other information you feel is important to the sampling of your product(s).

TELECOMMUNICATIONS/INTERNET SERVICES

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

Exhibitors MUST visit the Service Desk in order to have line(s) activated and to finalize the installation of equipment ordered. Lines will not be activated until a credit card is received regardless of payment type. Your credit card will remain on file throughout the duration of your show for any incidentals, such as phone usage fees, damaged or lost equipment.

TELECOMMUNICATIONS

TELEPHONES - USAGE FEE: Price includes a \$25.00 non-refundable phone usage fee.

		Advance Price	Standard Rate
T01	Multiline telephone (digital), one main line, one rollover line, & speaker *Please indicate on the order form class preference, i.e. Local/Toll free or Long-Distance/International	\$425.00 per line	\$475.00 per line
T03	Single Line touch tone telephone (analog) * Please indicate on the form if line will be used for a modem, fax, or credit card machine (not included). Also note some Credit Card machines are not compatible with all PBX phone systems. i.e. some VeriFone models. All equipment must be programmed to dial 9 for outside access.	\$275.00 per line	\$335.00 per line

SPECIAL SERVICES

		Advance Price	Standard Rate
T02	Additional Roll over line for Multiline telephone	\$ 25.00 each	\$ 35.00 each
T04	Voicemail - add voicemail to any line	\$ 25.00 per line	\$ 35.00 per line
T08	Conference Polycom Phone Rental - includes phone line (up to 3 days) *An additional charge of \$800 will be assessed for any damaged or unreturned polycom equipment. Call usage not included in rental price.	\$495.00 per phone	\$545.00 per phone
T05	ISDN Line	\$375.00 flat fee	\$475.00 flat fee
T24	Extend Customer provided 1B line from Demarc (one time charge)	\$350.00 per circuit	\$450.00 per circuit
T25	Dry Pairs	\$375.00 per circuit	\$475.00 per circuit
T09	Relocation of telephone line after installation	N/A	\$150.00 per line

The Exhibitor is responsible for all charges against assigned telephone numbers.

Call Charges:

- ◆ Toll Free, local, and credit card - \$1.00 per call
- ◆ Directory assistance calls - \$1.00 per call
- ◆ Long Distance & International calls - Prevailing rate

Additional contract labor fees and/or overtime, will be applied for requests made outside of normal office hours or any Holiday.

PLEASE REFER TO THE TERMS & CONDITIONS PAGE FOR SPECIFIC SERVICES

For any additional ordering questions, please contact the Telecommunications Department at (702)322-3003.

INTERNET & DATA SERVICES

INTERNET

		Advance Price	Standard Rate
ISE	Standard Ethernet Connection (10/100BaseTX-CAT5) with one IP address	\$ 1,000.00 per line	\$ 1,200.00 per line
IW	Wireless 802.11 Connection - Provides only one (1) Wireless code Discount available if ordering more than ten (10) please call for pricing.	\$ 99.99 per code	\$ 119.99 per code
ISH	High Speed 3Mb VLAN Internet Service (Ethernet bandwidth of 3Mb w/61 Static Public IPs and first drop)	\$3,900.00 p/service	\$4,680.00 p/service
IWC	Custom Wireless packages	CALL FOR QUOTE	

RENTAL - Please order additional electrical needs from Edlen for HUB rentals

		Advance Price	Standard Rate
I15	Patch Cables - CAT 5 (cable only - see ISIB below for labor costs)	\$ 1.00 per foot	\$ 1.00 per foot
IH1	8 Port Ethernet 10/100 Base TX hub rental (\$125 charge applied if hub not ret	\$ 125.00 each	\$ 150.00 each
IH2	24 Port Ethernet 10/100 Base TX hub rental (\$125 charge applied if hub not r	\$ 225.00 each	\$ 270.00 each

SPECIAL SERVICES

		Advance Price	Standard Rate
ICU	Custom configurations / Point to point networking / Network Engineering	CALL FOR QUOTE	
IE1	Customer provided T1 extended from Demarc to booth	\$ 595.00 per line	CALL FOR QUOTE
IMV	Line Relocation Charge (after installation)	N/A	\$ 200.00 per line
ISIB	Intra-Booth Networking / Floor Work Labor	\$ 200.00 per line	\$ 240.00 per line
ISD	Provides one (1) additional physical connection after VLAN option is purchase	\$ 350.00 each	\$ 420.00 each
IP1	One (1) Additional IP address If ordering more than one, please call for pricing. Switch and additional cables required	\$ 125.00 each	\$ 150.00 each

PLEASE REFER TO TERMS & CONDITIONS PAGE FOR SPECIFIC INTERNET SERVICES

Please contact the Internet Services Department for any services not listed (702) 322-3008.

SPECIALTY SERVICES

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

PLANT RENTAL SERVICES - Plant Rental is based on a 3 day rental period. For shows more than 3 days add 50% to the price.

			Advance Price	Standard Rate
P01	Mums - Yellow or White		\$ 55.00 each	\$ 71.50 each
P02	Seasonal Flowering Plants		\$ 45.00 each	\$ 58.50 each
P03	Bromeliads		\$ 55.00 each	\$ 71.50 each
P04	Green Table Plant		\$ 50.00 each	\$ 65.00 each
P05	Fern - 6 inch		\$ 45.00 each	\$ 58.50 each
P06	Fern - 8 inch		\$ 55.00 each	\$ 71.50 each
P08	Green Floor Plants 3-4 feet		\$ 50.00 each	\$ 65.00 each
	Revina, Schefflera, Palm, Ficus or Areca Palm			
P10	Green Floor Plants 5 feet		\$ 50.00 each	\$ 65.00 each
	Dracena, Schefflera, Ficus or Areca Palm			
P11	Green Floor Plants 6 feet		\$ 85.00 each	\$110.50 each
	Alexander Palm, Ficus or Areca Palm			



Please include a 25% delivery fee to the total price.

We are eager to add warmth and flare to any event.

PROFESSIONAL FLORAL SERVICES

			Advance Price	Standard Rate
F01	Small Standard Arrangement		\$ 75.00 each	\$ 97.50 each
F02	Medium Standard Arrangement		\$100.00 each	\$130.00 each
F03	Large Standard Arrangement		\$125.00 each	\$162.50 each



Any Plant Rental or Floral Services ordering questions, please contact the Floral Department at (702)632-6127.

Pictures are representative of the different types of plants available and may not reflect actual product delivered.

VIDEO & TECHNICAL SERVICES

CABLE TV - ANTENNA SERVICE/SATELLITE DISH INSTALLATION -

			Advance Price	Standard Rate
I01A	Analog Cable Television		\$325.00 p/outlet	\$488.00 p/outlet
I08	Digital High-Definition Television (Price includes \$350 refundable deposit for cable box)		\$1,100.00 p/outlet	\$1,100.00 p/outlet
I02	RG6 Satellite Cable	CABLE TV/SATELLITE SERVICES May	\$0.20 p/foot	\$0.26 p/foot
I03	RG11 Satellite Cable	Require labor	\$1.00 p/foot	\$1.00 p/foot

For any additional ordering questions, please contact the Exhibitor Services department toll free at (855) 408-1349.

BOOTH SECURITY

Mandalay Bay's Security Officers are ready to provide you with a high level of dedication, professionalism, and integrity. All security orders must be received twenty one days (21) prior to the first scheduled day. Every effort will be made to accommodate your request, however, orders placed after the twenty first (21) day will be contingent upon availability. Mandalay Bay Officers are hired per hour with a four hour minimum and extended hours may require additional officers to serve as breakers/rovers.

		Advance Price	Standard Rate
SEC01	Mandalay Bay Security Officer	\$30.00 p/hour	\$40.00 p/hour

Please provide a detailed schedule (including number of officers needed, dates, hours and start/end times) or use the one below & submit with order form. An estimate will be sent that will list the number of hours and Officers required based on the schedule you provide. You are required to sign and send back the estimate with payment to guarantee your request for an Officer.

Date: _____	Start Time: _____	End Time: _____	Number of Officers: _____
Date: _____	Start Time: _____	End Time: _____	Number of Officers: _____
Date: _____	Start Time: _____	End Time: _____	Number of Officers: _____
Date: _____	Start Time: _____	End Time: _____	Number of Officers: _____
Date: _____	Start Time: _____	End Time: _____	Number of Officers: _____
Date: _____	Start Time: _____	End Time: _____	Number of Officers: _____

For any additional ordering questions, please contact the Mandalay Bay Security Department at (702)632-4872.

MGM RESORTS EVENTS

MGM RESORTS INTERNATIONAL Events can produce stage sets, tradeshow booth exhibits, & themed environments. We specialize in designing booth and exhibit décor, providing large format graphic productions, Welcome to our full-service event décor and entertainment company— MGM RESORTS INTERNATIONAL Events is here to facilitate your every event need! Supplying furniture & specialty rental items, or even coordinating your talent & entertainment needs.

For questions and ordering, please contact MGM RESORTS EVENTS at (702)696-7019.



**MGM RESORTS
EVENTS**

MASSAGE SERVICES

The Spas at Mandalay Bay are here to provide immediate relaxation and recuperation for guests visiting your booth. Entice weary walkers, or simply provide a great benefit to those who are interested in your products/services by offering chair massage services right at your booth! Mandalay Bay's uniformed, state Licensed Therapists can customize a relaxation area in your booth.

For ordering questions, please contact the Spa at (702)632-7270.

FEDEX OFFICE SERVICES

FedEx Office Print & Ship CentersSM offers a wide range of services including Copying, Faxing, Binding, Computer & Equipment Rental, Posters & Signage, Online Services, Office Supplies, Packaging & Shipping to make it easier for you to do business wherever you are. FedEx Office is here and ready to help!

For questions please call us at 702.262.5320 or email us at usa5528@fedex.com



FedExOffice.



SPA MANDALAY

AUDIO VISUAL EQUIPMENT RENTALS, THEATRICAL LIGHTING, TRUSS, MOTORS & LIFT EQUIPMENT
ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!
VIDEO

		A 20% SERVICE CHARGE APPLIES TO ALL AUDIO VISUAL ITEMS ORDERED!	Advance Price	Standard Rate
AV005	DVD/VHS Player		\$80.00 p/day	\$100.00 p/day
	Blu-ray Player		\$100.00 p/day	\$120.00 p/day
AV009	27" Color Monitor (television)		\$150.00 p/day	\$195.00 p/day
AV010	32" Color Monitor (television)		\$170.00 p/day	\$221.00 p/day
AV011	54" Roll Cart with Skirt		\$25.00 p/day	\$32.50 p/day
AV028	Data/Video Projector (5000 Lumen)		\$750.00 p/day	\$900.00 p/day
AV029	Tripod Projection Screen (6'x6') with accessories kit		\$85.00 p/day	\$100.00 p/day
AV030	High End Projectors (BARCO, Roadie DLP) 12000 with Screen System		call for quote	call for quote
AV031	Larger Projection Screens (FastFold)		call for quote	call for quote
AV021	Video or Data Rear Projection System		call for quote	call for quote

FLAT PANELS & COMPUTER DISPLAYS

			Advance Price	Standard Rate
AV008	20" LCD Flat Screen with mounting bracket		\$300.00 p/show	\$500.00 p/show
AV039	32" LCD Flat Screen with mounting bracket		\$500.00 p/show	\$800.00 p/show
AV014	42" Plasma Flat Panel (16x9 & 4x3 aspect ratio)		\$600.00 p/show	\$1,000.00 p/show
AV015	50" Plasma Flat Panel (16x9 & 4x3 aspect ratio)		\$700.00 p/show	\$1,200.00 p/show
AV017	Plasma Pole Stand		\$150.00 p/show	\$200.00 p/show
AV022	Plasma Shelf	*Larger Plasma Flat Panels, Vertical Display	\$50.00 p/show	\$100.00 p/show
AV023	VGA/DA 1X4	LCD, & Vertical Touch Screen available - call for pricing.	\$20.00 p/show	\$25.00 p/show

AUDIO EQUIPMENT & MISCELLANEOUS ITEMS

			Advance Price	Standard Rate
AV032	UHF Wireless Microphone		\$150.00 p/day	\$180.00 p/day
	Handheld, Headset, or Lavalier			
AV033	Wired Microphone		\$35.00 p/day	\$42.00 p/day
	Handheld, Headset, or Lavalier			
AV034	Individual Small Powered Speaker/AN1000 (each)		\$45.00 p/day	\$58.50 p/day
AV035	Self Powered Sound System (2 speakers, 2 stands) approx. 50-100 ppl		\$150.00 p/day	\$180.00 p/day
AV038	MP3 Input Station (added to Sound System)		\$35.00 p/day	\$45.50 p/day

THEATRICAL LIGHTING

			Advance Price	Standard Rate
R18	Source 4 Par Can Unit		\$407.00 each	\$703.00 each
R19	Ellipsoidal Source 4 Leko Unit		\$407.00 each	\$703.00 each

Maximum six (6) individual lights per booth. Any lighting needs exceeding six (6) individual fixtures will require a custom lighting proposal. Theatrical Lighting fixtures include maintenance, installation, removal, outlet and one (1) focus. If refocus is required, an additional labor charge will apply.

TRUSS, MOTORS, & LIFT EQUIPMENT

			Advance Price	Standard Rate
R10	12" Box Truss - 10'		\$100.00 p/week	\$160.00 p/week
R11	12" Box Truss - 8'		\$83.00 p/week	\$131.00 p/week
R12	12" Corner Block		\$65.00 each	\$80.00 each
R13	20.5" Box Truss - 10'		\$135.00 p/week	\$195.00 p/week
R14	20.5" Box Truss - 8'		\$111.00 p/week	\$159.00 p/week
R15	20.5" Corner Block		\$90.00 each	\$105.00 each
R16	1/2 or 1 Ton Hoist		\$300.00 each	\$422.00 each
R17	Rigging Point (1/2 or 1 Ton Hoist Motor)		\$115.00 each	\$135.00 each
R01	Condor		\$210.00 p/hour	
R02	Scissor Lift		\$210.00 p/hour	

LABOR

			Straight time Rate	Overtime Rate
LI	Labor In	Please indicate type of labor required:	\$80.00 p/hour	\$160.00 p/hour
LO	Labor Out		\$80.00 p/hour	\$160.00 p/hour

Note: Straight Time is Monday - Friday, 8:00am-5:00pm and overtime is Monday - Friday Before 8:00am, after 5:00pm, weekends & holidays

****If you have Truss & Rigging in Bayside A, B, C or D Hall, Periodic Porter service is required.**

			Advance Price	Standard Rate
PP01R	Rigging Porter (up to 1000 sq ft)		\$ 48.00 p/day	\$ 60.00 p/day
PP02R	Rigging Porter (1001 - 3000 sq ft)		\$ 70.00 p/day	\$100.00 p/day
PP03R	Rigging Porter (3001 sq ft & above)		\$110.00 p/day	\$155.00 p/day

HANGING SIGNS

If you need to hang a sign in your booth please contact us and we will create a custom order for you.

For questions please call Encore Productions at (702)322-5735

***Refer to Encore Contract for Terms & Conditions**

METHOD OF PAYMENT FORM

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!
fax: 702.318.8220 or email mandalaybay@edlen.com

Event Name: Parker Seminars 2015		ADVANCED RATE CUT-OFF DATE: 1/8/2015		BOOTH #:
Event Dates: January 29th-31st				
Exhibiting Company Name:				
Street Address:		City:	State:	Postal Code:
Phone #:	EXT:	Fax #:		
Print Name:				
Contact's E-mail:		On-site Contact/Cell #:		

All transactions require a credit card on file with proper authorization. To pay via check or wire transfer, please complete and return a Payment Notification Form prior to sending payment.

☐	CREDIT CARD For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.
☐	COMPANY CHECK Please refer to Payment Notification Form for mailing instructions.
☐	BANK TRANSFER Please refer to Payment Notification Form for mailing instructions.

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
MANUAL PROCESSING FEE	\$25.00
TOTAL DUE	

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE MBCR SERVICES BROCHURE. MBCR IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MBCR agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. To receive Advance Rate discounts, we must receive your order, with FULL payment, twenty-one (21) calendar days prior to show opening. All other orders will be processed at the Show Rate. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMMirage Corp. to fax Exhibitor at this fax number or to email at this email address.

CREDIT CARD VERIFICATION: * Last four digits of credit card number: This credit card is authorized for all additional onsite charges Initials 	
---	--

*CREDIT CARD NUMBER:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*Card EXP DATE:

--	--	--	--

ELECTRICAL

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

Event Name: Parker Seminars 2015		ADVANCED RATE CUT- OFF DATE: 1/8/2015	BOOTH #:
Event Dates: January 29th-31st			
Exhibiting Company Name:		Date:	
Print Name:	Signature:		

For questions please call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com

ORDER INSTRUCTIONS		ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event				
120 VOLT POWER DELIVERY	QTY	QTY	ADVANCE	STANDARD	TOTAL	
The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply.	Show Hours Only	24hrs/day	RATE	RATE	COST	
There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.		Double rate				
120 VOLT						
500 WATTS (5 AMPS)	_____	_____	\$97.00	\$146.00	_____	
1000 WATTS (10 AMPS)	_____	_____	\$167.00	\$251.00	_____	
1500 WATTS (15 AMPS)	_____	_____	\$203.00	\$305.00	_____	
2000 WATTS (20 AMPS)	_____	_____	\$233.00	\$350.00	_____	
208 VOLT SINGLE PHASE						
208/480V POWER DELIVERY AND CONNECTIONS						
The delivery & connection of high voltage services is done on a time & material basis.						
There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections & disconnects.						
Please complete the Electrical Labor Order Form to schedule your estimated connection time & return it with this order.						
20 AMP	_____	_____	\$399.00	\$599.00	_____	
30 AMP	_____	_____	\$458.00	\$687.00	_____	
60 AMP	_____	_____	\$580.00	\$870.00	_____	
100 AMP	_____	_____	\$849.00	\$1,274.00	_____	
208 VOLT THREE PHASE						
20 AMP	_____	_____	\$469.00	\$704.00	_____	
30 AMP	_____	_____	\$577.00	\$866.00	_____	
60 AMP	_____	_____	\$786.00	\$1,179.00	_____	
100 AMP	_____	_____	\$973.00	\$1,460.00	_____	
200 AMP	_____	_____	\$1,832.00	\$2,749.00	_____	
ISLAND BOOTHS						
Include a floor plan layout of your booth space indicating all outlet locations with measurements & orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.						
24 HOUR SERVICES						
Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the _____ rate.						
DEDICATED OUTLETS						
For a dedicated outlet order a 20 amp outlet.						
MATERIAL DELIVERY						
Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.						
TERMS & CONDITIONS						
Your signature denotes acceptance of all terms & conditions included in the brochure. MGMRI is not responsible for terms & Conditions &/or order forms that may have been removed.						
TRANSFORMER(S) Boost 208 Volt to 230 Volt						
Transformer (20 amp minimum charge)		Total Amps: _____ x \$3.50 =			_____	
ELECTRICAL LABOR						
ST (Mon-Fri, 8am-4:30pm, excluding holidays)			_____	\$97.00	_____	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)			_____	\$194.00	_____	
PLACE TOTAL HERE						
The "Method of Payment Form" must be completed & returned with this order form.						

LIGHTING

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

Event Name: Parker Seminars 2015		ADVANCED RATE CUT-OFF DATE: 1/8/2015	BOOTH #:
Event Dates: January 29th-31st			
Exhibiting Company Name:		Date:	
Print Name:	Signature:		

ARM & POLE LIGHTS (Lights include power & 1 hour labor for install & removal)



- Arm lights must be mounted to hard wall structure
- Pole lights are placed at side rail or rear of booth
- Additional labor & material charges will apply for installation of pole lights in any other location than at the side rail or rear of in-line booths.

	QTY	ADVANCED	STANDARD	TOTAL
ARM LIGHT				
8 FOOT POLE LIGHT WITH 1		\$125.00	\$188.00	
FIXTURE		\$125.00	\$188.00	
8 FOOT POLE LIGHT WITH 2 FIXTURES		\$165.00	\$248.00	

IMPORTANT NOTE ABOUT PLACEMENT

Arm lights must be mounted to hard wall structure. Pole lights are placed at the side rail or rear of inline booth. Additional labor & material charges will apply for installation of pole lights in any other location than at the side rail or rear of inline booths.

PLACE TOTAL HERE

The "Method of Payment Form" MUST be completed and returned with this order from.

Your signature denotes acceptance of all terms & conditions included in the brochure. MGMRI is not responsible for terms & Conditions &/or order forms that may have been removed.

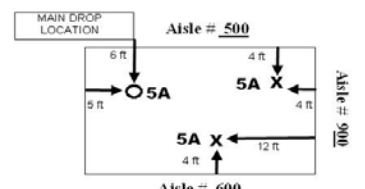
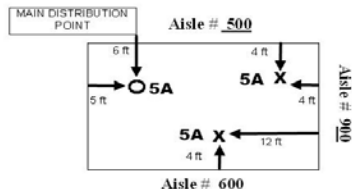
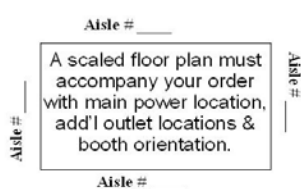
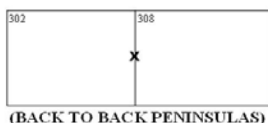
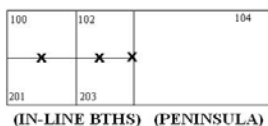
ELECTRICAL/LIGHTING TERMS AND CONDITIONS

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 21 dates prior to show opening. Orders faxed or mailed without payment & required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the show rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections & charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- Outlet rates listed include bringing the services to one location in island booths & to one location at the rear of in-line & peninsula booths.
- Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor & is performed on a time & material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. If you require a hoist a separate electrical service must be ordered for your motor power.
- Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
- Labor rates are based on current wage scales & are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY & remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the order form should be picked up at the service desk. Credit will not be not issued for unused items.
- Standard wall & other permanent building utility outlets or sockets are not part of a booth space & may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged & wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- Credit will not be given for services installed & not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms & conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time & material basis.



ELECTRICAL LABOR FORM
ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

Event Name: Parker Seminars 2015		ADVANCED RATE CUT-OFF DATE: 1/8/2015	BOOTH #:
Event Dates: January 29th-31st			
Exhibiting Company Name:		Date:	
Print Name:	Signature:		

For questions please call Edlen Electrical 702.322.5707 or email mandalaybay@edlen.com

ELECTRICAL JURISDICTION - The work described below falls within the jurisdiction of the electrical union & cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

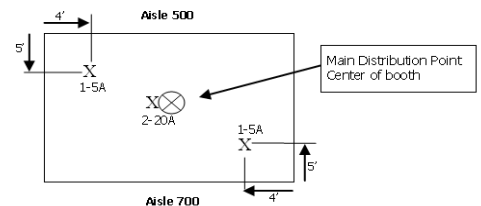
- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Electrical distribution under carpet or concealed 2. Connection of all 208V or higher services 3. Hardwiring of any electrical apparatus 4. Condor lift for installation of electrical signs &/or rotators under 200lbs. 5. Assembly & hanging of all ground supported static lighting & truss | <ol style="list-style-type: none"> 6. Overhead power distribution 7. Assembling & rigging of overhead signs under 200lbs. 8. Forklift for installation of electrical headers &/or light boxes 9. Installation, removal, maintenance & repair of all portable electrical wiring & electrical equipment 10. All electrical equipment, lighting fixtures & any electrical apparatus that requires electrical & mechanical fastening to the exhibit or display |
|---|---|

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space:
 - Floor plans must include exact outlet locations with dimensions or be to scale.
 - Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - Power comes from the floor. Identify the main distribution point where power will be delivered/distributed.
2. Date you will begin building your booth _____
 Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order:

Contact Name _____
 Contact Company _____
 Contact Cell # _____
 Contact Email _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your electrical order form.

Example: 20X30 Island Booth


ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time & no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES Straight time.....\$96.00 per hour
 Monday-Friday 8:00am - 4:30pm, excluding holidays

LABOR RATES Overtime.....\$192.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & holidays

LIFT RATES Lift.....\$210.00 per hour
 Lift charges will apply for all overhead work such as power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

CREDIT CARD INFORMATION MUST BE ON FILE BEFORE ANY REQUESTED LABOR IS PERFORMED

AIR, WATER & DRAIN
ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

Event Name: Parker Seminars 2015	ADVANCED RATE	BOOTH #:
Event Dates: January 29th-31st	CUT-OFF DATE:	
Exhibiting Company Name:	1/8/2015	
Print Name:	Date:	
Signature: _____		

For questions please call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com

ORDER INSTRUCTIONS	UTILITY SERVICES	ADVANCED	STANDARD	TOTAL
LABOR REQUIREMENTS There is a minimum labor charge of 2 hours for delivery and 1 hour for removal of each air outlet. There is a minimum labor charge of 1 hour for delivery & 1/2 hour for removal of each water & drain outlet.	COMPRESSED AIR: 90-100 LBS. Psi _____ Air Outlet \$436.00 \$654.00 _____ _____ Additional Connections within 20' of Outlet \$210.00 \$315.00 _____ _____ CRM requirements (There is a 5 CFM min. charge per outlet) \$8.10/cfm \$12.15/cfm _____			
ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, please order an additional connection for each machine or connection within 20 feet of the outlet ordered, otherwise you must order another outlet.	Remember to order CFM with air services. Connection size see # 9 in Utility Terms & Conditions. WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.) _____ Water Outlet \$436.00 \$654.00 _____ _____ Additional Connections within 20' of Outlet \$210.00 \$315.00 _____ # of connections required: _____ Size of connection: _____ PSI required: _____ GPM Required: _____			
OUTLET DISTRIBUTION Outlets are delivered to the rear of inline & peninsula booths and to one location in island booths. Ramping or laying of lines on floor within the booth space will be done on a time & material basis.	DRAIN LINES _____ Drain Outlet \$436.00 \$654.00 _____ _____ Additional Connections within 20' of Outlet \$210.00 \$315.00 _____ # of connections required: _____ Size of connection: _____			
SERVICE CONNECTIONS All service connections are to be made by Edlen plumbers. Material charges may apply.	FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color or taste of the water.) _____ 1 - 50 Gallons \$126.00 \$189.00 _____ _____ 51 - 200 Gallons \$336.00 \$504.00 _____ _____ 201 - 500 Gallons \$420.00 \$630.00 _____ _____ Each additional 100 Gallons up to 1,000 Gallons \$42.00 \$63.00 _____			
AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.	HAND WASHING STATIONS (require 1 hour of labor per day to refill hot water) _____ Hand Washing Station \$120.00 \$186.00 _____ _____ Labor (see pricing details below before orderi _____			
WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.	LABOR/LIFT (Labor is required for delivery & removal of air, water & drain outlets) _____ ST (Mon-Fri, 8am-4:30pm, excluding holidays) \$84.00 _____ _____ OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays) \$168.00 _____ _____ LIFT (only required if outlets are dropped from overhead) \$210.00 _____ When do you move-in? When do you move-out? Take this into consideration when pre-paying estimated labor cost for delivery and removal of air, water & drain outlets			
WASTE WATER If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.	GAS & MISC. REQUIREMENTS (call for quote) _____ \$ _____ _____ \$ _____			
TERMS & CONDITIONS Your signature denotes acceptance of all terms & conditions included in the brochure. MGMRI is not responsible for terms & Conditions &/or order forms that may have been removed.	PLACE TOTAL HERE The "Method of Payment Form" MUST be completed and returned with this order form.			

UTILITIES TERMS AND CONDITIONS

ORDER ON-LINE AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

- 1 Order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders faxed or mailed without payment will not guarantee advance rates, payment must be received as well. Orders received less than 21 days prior to scheduled event opening will be charged at the show rate.
- 2 In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
- 3 All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
- 4 Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges will apply for overhead distribution.
- 5 Additional footage charges will apply when exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 6 The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
- 7 In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges will apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
- 8 Edlen plumbers are to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
- 9 Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements. Standard air lines terminate with a 1/2" female iron pipe valve.
- 10 Compressed Air is supplied during show hours only. If compressed air is required for non-show hours please call for a quote.
- 11 Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 12 Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 13 Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
- 14 Natural Gas "when available" is not regulated by Edlen and is at the facility pressure (4oz.). Call for price quote when available.
- 15 Gas & Cylinders: When available 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
- 16 All equipment using water must have inlet and outlet properly tagged.
- 17 All equipment must comply with state and local codes.
- 18 Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
- 19 For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- 20 Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
- 21 Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
- 22 Credit will not be given for outlets installed or connections made and not used.
- 23 Payment in full for all plumbing services provided must be made in full prior to close of the event.
- 24 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 25 A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

For questions please call Edlen Electrical (702)322-5707 or email mandalaybay@edlen.com

You may also secure your order online at <http://parker2015.spsleads.com> and save!

Company & Booth Information

First Name: _____ Last Name: _____

Company: _____

Address 1: _____

City: _____ State / Prov: _____ Postal Code / Zip: _____

Phone: _____ Fax: _____

Email: _____ Booth #: _____

Onsite Contact Name : _____ Onsite Phone #: _____

Onsite Contact Email: _____

Show: **Parker Seminars 2015**
Date: **January 29-31, 2015**
Location: **Las Vegas, NV**

Please complete this form and fax it to:

1.855.855.3801

For more information please contact us at: 1-855-855-3804 or support@spsLeads.com

Lead Retrieval Solutions

Solution / Service	Total Qty.	Early Bird Rate up to Dec. 1, 2014	Regular Rate Dec. 2 to Jan. 19, 2015	Late Rate Jan. 20, 2015 and on	Sub Total
 Mobile License Works with tablets and smartphones. Mobile device not included.		☐ \$200.00	☐ \$200.00	☐ \$200.00	
 Basic Scanner		☐ \$295.00	☐ \$345.00	☐ \$395.00	
 Touch Scanner		☐ \$345.00	☐ \$395.00	☐ \$445.00	
 Printer		☐ \$150.00	☐ \$150.00	☐ \$150.00	
USB Key		☐ \$35.00	☐ \$35.00	☐ N/A	
Custom Qualifiers (See Pg 2.)		☐ \$50.00	☐ \$50.00	☐ \$50.00	

Payment Information

Please select your method of payment

- ☐ VISA
- ☐ MasterCard
- ☐ AMEX

Credit Card #: _____

Name on Card: _____

Expiry Date: Month: _____ Year: _____

Signature: _____

☐ **Check Payment**

If payment by check, please make check payable to **Streampoint Solutions Inc.**

Mail to:

Streampoint Solutions Inc.
C/O Parker Seminars 2015
1776 I St. NW 9th Floor
Washington, DC 20006

Total

By signing this document I agree to the terms on page 2 of this Lead Retrieval Order Form.

Name: _____ Signature: _____ Date: _____

Company: _____

Custom Qualifiers

If you have purchased any custom qualifiers, please let your custom options below. Maximum of 30 Characters per option.

Option 1: _____

Option 11: _____

Option 2: _____

Option 12: _____

Option 3: _____

Option 13: _____

Option 4: _____

Option 14: _____

Option 5: _____

Option 15: _____

Option 6: _____

Option 16: _____

Option 7: _____

Option 17: _____

Option 8: _____

Option 18: _____

Option 9: _____

Option 19: _____

Option 10: _____

Option 20: _____

Standard Qualifiers

- | | | | |
|------------------------|-----------------------------|------------------------|----------------------|
| 1. SEND INFORMATION | 2. DECISION MAKER | 3. SEND SAMPLES | 4. JUST INQUIRING |
| 5. SEND QUOTE | 6. PURCHASE WITHIN 3 MONTHS | 7. ADD TO MAILING LIST | 8. READY TO PURCHASE |
| 9. RECOMMENDS PURCHASE | 10. HAVE REP CALL | | |

Cancellation Policy:

Cancellations prior to December 2, 2014 will be entitled to a 100% refund. All other cancellations including units not picked up onsite by your company representative are not entitled to a refund.

Rental Agreement:

I understand that I am responsible for the proper use and safe keeping of the Basic Scanning, Touch Scanning, and Printing Lead Retrieval Systems covered by this agreement. I acknowledge and understand that the total replacement cost of these Systems is \$3000 per unit.

I authorize Streampoint Solutions to charge the attached credit card \$600 per unit for failure to return the unit(s) within one hour of the event closing and to charge full replacement costs for failure to return the unit(s) to the Streampoint Solutions offices within 48 hours from midnight following the event closing.

I authorize Streampoint Solutions to charge the attached credit card the replacement costs of the units in the event of theft or loss and for any damage incurred to a 'remove damaged' unit.

I agree to return all equipment to Streampoint Solutions' onsite service desk within one hour of the show closing and must obtain a 'return' receipt for proof of returning any rented equipment. Any equipment not returned to the Streampoint Solutions onsite service desk, or in the case of an 'In-Booth Pick Up Service', to a Streampoint Solutions onsite staff member, is the responsibility of the customer.

I understand that should the show be cancelled for any reason beyond Streampoint Solutions' control, including but not limited to damage to buildings, riots, strikes breached by show location, acts of government, or acts of Nature, a refund will not be issued.